

Town of Wilbraham

2019

Annual Town Report



TOWN OF WILBRAHAM



2019 ANNUAL TOWN REPORT

The Annual Town Report is available in a digital format at www.wilbraham-ma.gov or upon request.

Please direct your request to:

**The Selectmen's Office
240 Springfield Street
Wilbraham, MA 01095
(413) 596-2800 ext. 222**

Cover Photo: Town Hall

Photo courtesy of Melissa Graves

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Hampden Wilbraham Reg. School

District (HWRSD)

| | |
|-------|--------|
| HWRSD | 68- 89 |
|-------|--------|

Tid-Bit Facts

Settled: 1731
Incorporated: 1763
Population: 14,676
Area: 22 Square Miles
County: Hampden County
Bound by: Hampden, Monson, Palmer, Ludlow, Springfield & East Longmeadow
Registered Voters: 10,629
Residential Dwellings: 5,221
FY20 Tax Rate: \$22.34
Bond Rating: Standard & Poor's AA+
Form of Government: Open Meeting, Board of Selectmen & Town Administrator
History: Town of Wilbraham was a locale formally known as the *Outward Commons*, which was a part of the City of Springfield.

Human Resources

Employee Recognition

During 2019, the following employees celebrated anniversaries with the Town:

10 Year Anniversaries:

Anthony Arventos, Fire Department, Firefighter/EMT
 Nathan DeLong, Information Technology, Director of IT
 Brian Kibbe, Central Dispatch, Dispatcher

20 Year Anniversaries:

Lorri McCool, Board of Health, Health/Title V Inspector
 Tonya Basch, Engineering, Asst. DPW Director /Engineer
 Linda Hatch, Central Dispatch, Dispatcher
 Mary Bell, Library, Assistant Library Director
 Mitchell Opalinski, Highway Department, Heavy Equipment Operator
 Janet Costa, Treasurer/Collector, Assistant Town Collector
 Douglas Culter Jr., Highway Department, Heavy Equipment Operator

30 Year Anniversaries:

Robert Gibson, Water Department, Water Service Worker
 Daniel Carr, Police Department, Sergeant
 Mark Paradis, Police Department, Sergeant
 Lena McCaffrey, Fire Department, Administrative Assistant

Respectfully submitted,

Herat Dane, Human Resources Coordinator



Human Resources

Personnel Board

The Personnel Board consists of five members, appointed by the Board of Selectmen to three year staggered terms, in accordance with Section 509 of the Town By-Laws. The Personnel Board is charged with advising the Board of Selectmen on all matters pertaining to personnel policy for employees in positions which are not covered by a collective bargaining agreement, and which are not filled by popular election.

During 2019, the Personnel Board convened five meetings and discussed and made recommendations on the following personnel policy topics: Holiday Pay for part time employees, Sick Leave, Vacation Leave, Hiring Policy, Clothing Allowances, Smoke-free Workplace/Vaping and E-cigarettes, and Travel Reimbursement Policy.

The Personnel Board meeting minutes and the Policies Handbook for non-union employees, as well as the Town's Regulatory Policies are available on the Town's website at www.wilbraham-ma.gov.

Respectfully submitted,
Paul Lemieux, Chairman
Joe Kelly
Mark Manolakis
Miriam Siegel
Marylou Fabbo

Labor Relations

The July 1, 2017 to June 30, 2020 contract with the United Public Service Employees Union (UPSEU) Local 424M was signed on October 7, 2019. The contract provided a 2% cost of living increase in base wages for each year of the contract and provided for regrading and additional increases for positions in the Library and Department of Public Works, as well as one decrease in a Library position. Extensive language was added regarding license requirements in the Department of Public Works, and regarding job descriptions for union positions.

Personnel Training

Effective February 1, 2019, a new Massachusetts Law went into effect to update and clarify employee safety requirements in public sector workplaces. It essentially expands the safety standards to protect workers from mechanical and chemical dangers in the workplace set by the Federal Occupational Safety and Health Administration (OSHA) to all Municipal employees. The standards are enforced by the Massachusetts Department of Labor Standards. The Town has convened a Safety Committee consisting of department directors and supervisors, and is actively engaged in developing and implementing a Safety and Health Program for all Town employees. This includes writing safety policies and procedures on such topics as Confined Space Entry, Lockout/Tagout, and training employees on a large number of department related safety procedures from the use of chain saws to ergonomic workplace evaluations, from the exposure to blood borne pathogens to the proper use of ladders and personal protective equipment (PPE).

Workers Compensation & Injury-on-Duty

Town employees are covered by Workers Compensation Insurance for work related injury and illness. Uniformed Police Officers and Firefighters are protected under MGL Chapter 41 Sections 100 and 111F, which require Massachusetts Municipalities to indemnify officers and firefighters for medical bills and time lost due to Injury-on-Duty. The Town carries Accident Insurance for Police and Fire to cover some of these expenses. During 2019, the town experienced 12 claims for Injury-on-Duty benefits from Police Officers and Firefighters, and 16 Workers Compensation claims. Due to work related injury and illness, a total of 226 work days were lost and 50 days were worked on a light or modified duty assignment.

Health Insurance Benefits

Wilbraham is a member community of the Scantic Valley Regional Health Trust, a joint purchasing group which includes the Towns of Wilbraham, East Longmeadow, Longmeadow, and Hampden, the Hampden Wilbraham Regional School District as well as the Pioneer Valley Educational Collaborative. Enrollment in Town of Wilbraham health plans of active employees and retirees as of December 31, 2019, was at 187, of which there were 47 enrollments in individual plans, 63 in a double plan, 23 in a family plan and 54 in Medicare Supplement or Advantage Plans. The Trust voted to approve rates which reflected an overall increase in premiums of 7.5% across all plans effective July 1, 2019, with HNE plans seeing the largest increase at 10%, and BCBS seeing a modest increase at 5% (3% for the Blue Care Elect plan), while Tufts rates increased by 3%. All plans the Town of Wilbraham offers its employees and retirees are still non-deductible plans. Medicare Plans increased on January 1, 2019 by as much as 8.5% for the HNE Medwrap Plan, to a modest 3.2 to 3.8% for BCBS plans, and even a -1.6% reduction for the Tufts Medicare Supplement Plan.

Human Resources

As of December 31, 2019, the Town (not including school employees) had a staff of 161 employees, of which 39 were regular part time and 122 were full time employees. 91 employees, or 56.5%, belonged to a Collective Bargaining Unit. In addition, approximately 220 seasonal and temporary employees for such positions as umpires, lifeguards, camp counselors, basketball scorekeepers, concession stand workers, and election workers were hired throughout the year, including 20 seniors for positions under the Senior Property Tax Work Off Program. These employees are not included in the following schedule:

2019 Personnel Changes

New Hires:

| | |
|--------------------|--|
| January 11, 2019 | Sandra Camburn, P-T Dispatcher |
| February 4, 2019 | Carmelo Perez, Heavy Equipment Operator |
| July 1, 2019 | Suzanne Witham, Borrower Services Assistant, Library |
| August 5, 2019 | Blake Farnsworth, Heavy Equipment Operator |
| August 27, 2019 | Charles Moore, Police Officer |
| August 28, 2019 | Mark Harris, Police Officer |
| August 29, 2019 | Benjamin Regin, Police Officer |
| September 23, 2019 | Michael Andrews, Fire Chief/Emergency Manager |
| September 23, 2019 | Samuel Boyd, Director of Facilities & Ground Maintenance |
| September 23, 2019 | Ricky Seldomridge, P-T Animal Control/Dog Officer |
| October 16, 2019 | Glenn Maller, Library Page |
| November 19, 2019 | Brent DiMascola , P/T Dispatcher |
| December 9, 2019 | Helen Sullivan, Administrative Clerk – Parks and Rec |
| December 16, 2019 | Devon Beane, Firefighter/EMT |
| December 23, 2019 | Taran Savoie, Firefighter/EMT |
| December 30, 2019 | Joshua Gagner, Police Officer |

Separations:

| | |
|--------------------|---|
| July 1, 2019 | Joshua Thomas, Firefighter/EMT |
| July 2, 2019 | Jennifer Arce, Admin Clerk Parks and Recreation |
| August 20, 2019 | Joseph Brewer, Police Officer |
| September 16, 2019 | Nicole Moriarty, Admin Asst Planning/Zoning p-t |
| September 18, 2019 | Tammy Turcotte, Animal Control Officer p-t |
| October 15, 2019 | Blake Farnsworth, Heavy Equipment Operator |
| November 5, 2019 | Todd Davis, p-t dispatcher |
| November 5, 2019 | Paul Villano, WPA Program Coordinator |
| December 5, 2019 | Matthew Bouffard, p-t dispatcher |

Retirements:

| | |
|-------------------|---|
| May 16, 2019 | Shirley Rae, Dispatch Supervisor |
| June 17, 2019 | Daniel Carr, Police Sergeant |
| June 30, 2019 | David Bourcier, Fire Chief |
| July 8, 2019 | Lisa Bouchard, Admin Asst. Police |
| August 8, 2019 | Lawrence Rich, Police Officer |
| August 9, 2019 | Harold Swift, Police Officer |
| August 16, 2019 | Ron Rauscher, Facilities Maintenance & Grounds Supervisor |
| September 9, 2019 | Thomas Shaw, Fire Captain |
| October 18, 2019 | William Manseau, Fire Captain |

Promotions:

| | |
|-------------------|---|
| April 1, 2019 | Debra Searles, Library Asst. to Borrower Services Coordinator |
| May 17, 2019 | Anthony Gentile, Dispatcher to Dispatch Supervisor |
| July 1, 2019 | Pete Nothe, served as Acting Fire Chief (until 9/23/2019) |
| August 12, 2019 | Maria Gildea, Amb.Billing Clerk to Admin Sec.–Police |
| August 26, 2019 | Ann Tousignant, Library Page to P-T Library Clerk |
| November 6, 2019 | Brent Noyes, Police Officer to Police Sergeant |
| December 22, 2019 | Anthony Arventos, Private to Fire Captain |
| December 22, 2019 | Mathew Walch, Private to Fire Captain (Safety Officer) |

In Memoriam

David W. Barry, Selectman
 Madeline S. Flannagan, Public Access
 Television
 John R. Kirchhof, Police Chief
 Llewellyn S. Merrick, Library Trustee
 Lucille M. Wood, Police Secretary/
 Matron

Photo Courtesy of Melissa Graves



Directors/Department Directory

| Director | Department | Phone # |
|--|--|---|
| Nancy Johnson, Town Accountant | Accounting | 596-2800 ext. 108 |
| | Ambulance, Non-emergency business | 596-2273 |
| Manuel Silva, Principal Assessor | Assessors | 596-2800 ext. 209 |
| | Board of Appeals (Zoning) | 596-2800 ext. 117 |
| Lorri McCool, Health Inspector Jill Conselino, Public Health Nurse | Board of Health/Health Inspector Public Health Nurse | 596-2800 ext.101 596-2800 ext. 120 |
| Lance Trevallion, Bldg. Inspector/Zoning Off. Samuel Boyd, Facilities & Maintenance Supervisor | Building Department Appointments (Plumbing & Gas) Inspection Appointments (Electrical) Facilities & Maintenance | 596-2800 ext. 204 ext. 228 ext. 229 ext. 120 |
| Melissa Graves, Admin. Asst./Land Mgmt. Coordinator/Community Garden Coordinator | Conservation | 596-2800 ext. 204 |
| Ricky Seldomridge, Animal Control Officer | Dog Officer (Animal Control) | 599-1253 |
| Tonya Basch., Town Engineer William Sperrazza, Supt. of DPW Operations | Engineering Dept./Dept. of Public Works | 596-2800 ext. 208 |
| Michael Andrews, Fire Chief | Fire Department, Non-Emergency business | 596-3122 |
| Herta Dane, Human Resource Coordinator | Human Resources | 596-2800 ext.100 |
| Nathan DeLong, IT Director | IT Department | 596-2800 ext. 115 |
| Karen Demers, Library Director | Library | 596-6141 |
| Heather Kmelius, Parking Clerk | Parking Department | 596-2800 ext. 101 |
| Bryan Litz, Parks & Recreation Director | Parks & Recreation Department Coach Information | 596-2816 596-2402 |
| John Pearsall, Planning Director | Planning & Community Develop. Dept. | 596-2800 ext. 203 |
| Robert Zollo, Police Chief Anthony Gentile, Central Dispatch Supervisor | Police Department Non-Emergency Business/Dispatch | 596-3837 |
| Anthony Aube, Executive Director | Public Access Television | 599-0940 |
| Nick Breault, Town Administrator | Selectmen/Town Administrator | 596-2800 ext. 103 |
| Paula Dubord, Director of Elder Affairs | Senior Center/Dept. of Elder Affairs | 596-8379 |
| Thomas Sullivan, Asst. Town Administrator of Budgeting & Finance/Treasurer/Collector | Tax Collector/Treasurer | 596-2800 ext.206; ext. 207 |
| Carole Tardif, Town Clerk | Town Clerk | 596-2800 ext. 200 |
| | Trash Bags & Recycling | 596-2800 ext. 206 |
| David Graziano, Tree Warden | Tree Services | (413) 246-7345 |
| Jered Sasen, Director of Veterans' Affairs | Dept. of Veterans Affairs | 596-8657 |
| Vincent Pafumi, Supt. of Water Dept. | Water Division | 596-2826 |

2019 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Acting Fire Chief
Pete Nothe (completed)

ADA Coordinator
Lance Trevallion 2020

Advisor to the Board of Health
VACANCY

Advisory Board of Health
Loralee Nelson 2020
Tim O'Neil 2020
Dr. Thomas G. Magill 2020
Catherine Jurgens 2020
Francis Barbaro 2020
Dr. Thomas S. Gould 2020
Teri Brand 2020

Agricultural Commission
Robert Merrill 2021
Robert Matthews 2020
Judy VanRaalte 2020
Brian Cunningham 2021
Daniel Fernandes 2020

Alternate Building Inspector
Wendell Hulbert 2020

Alternate Burial Agent
Deborah Brennan 2021

Alternate Electrical Inspector
Paul Shepardson 2020

Alter. Plumbing & Gas Inspector
Dennis Chaffee 2020

Alter. PVPC Joint Transportation Board
Dena Grochmal 2020

Ambulance Oversight Committee
Paula Chevrier 2021
Heather Mullen 2020
Thomas Hurley 2021
John Rigney 2019
John T. Leibel 2020

Animal Control Officer
Ricky Seldomridge 2020
Tammy Turcotte 2019 (resigned 9/2019)

Animal Control Officer Interim
Ricky Seldomridge (completed)
Michael Masley (completed)

Animal Inspector Interim
Ricky Seldomridge (completed)

Assistant Collector
Janet Costa

Assistant Director of DPW/Town Engineer
Tonya Basch

Asst. Dir. of Parks & Rec. Dept.
Erin Carroll

Assistant Treasurer
Lynne Frederick

Board of Assessors
John M. Wesolowski 2020
Roger J. Roberge, II 2022
Lawrence G. LaBarbera 2021

Board of Fire Commissioners
Edward T. Rigney, Jr. 2022
Gary Petzold 2021
Ralph Guyer 2020

Board of Library Trustee
Raymond Burk 2021
Karen M. Grycel 2021
Marjorie Williams 2022
James S. Jurgens 2022
Linda Dagradi 2020
Cheryl Wesolowski 2020
Linda Moriarty 2020 (resigned 2019)

Board of Registrars
Thomas W. Mango 2021
Donna Fountain 2021
Thomas Reavey 2021

Board of Selectmen
Susan C. Bunnell 2020
Robert W. Russell 2021
Robert J. Boilard 2022

Broadband Advisory Committee
Tom Newton 2020
Robert Tourville 2020
Christine Goonan 2020
Bruce Williams 2020
Tony Colapietro 2020
Christopher Bovino 2019

Building Inspector/Zoning Officer
Lance Trevallion 2020

Burial Agent
Carole Tardif 2021

Cable TV Advisory Committee
Thomas G. Magill 2022
Christopher Bovino 2020
Daniel Kelley 2019

Capital Planning Committee
Nicholas P. Manolakis 2022
Timothy F. Murphy 2020
Paul Kukulka 2020
Todd E. Luzi 2021
James Rooney 2021

Cemetery Commissioners
Sharon Kipetz 2022
Wilfred R. Renaud Jr. 2020
Donald Bourcier 2021

Interim Chief Procurement Officer
Nick Breault (completed)

Chief Procurement Officer
Nick Breault 2020

Commission on Disability
Maureen James 2020
Diane DaSilva 2020
Paula Euber 2021
Barbara Harrington 2021
Kate Barlow 2019
Marylou Fabbo 2020
Deborah Cook 2019
Kate Green 2022
Earl Way 2019 (resigned 2/2019)
Jean B. Courtney 2020 (resigned 1/2019)

Community Preservation Cmte.
John Broderick 2022
Dave Proto 2021
Stoughton L. Smead 2020
Brian Fitzgerald 2020
Gordon E. Allen 2021
Cliff "CW" Zimmer 2020
Atty. Arthur Wolf 2021
James Burke 2021
Tracey Plantier 2020
Jeffrey Smith 2019 (resigned 4/2019)

Conservation Commission
Christopher J. Brown 2022
Robert McMaster 2020
James Roberts 2020
Stoughton L. Smead 2022
Alice Colman 2021
William Dane 2021
George Reich 2021 (resigned 10/2019)

Constable
Sgt. Edward Lennon 2021
David J. Goodrich, Sr. 2021

2019 Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Council on Aging

Theresa Munn 2020
Giles Turcotte 2022
M. Trant Campbell 2021
Diane Weston 2022
Robert Page 2022
Ellen O'Brien 2020
Charles J. Marsman 2020

Deputy Fire Chief

Peter Nothe

Deputy Sealer of Weights and Measures

Gary Petzold 2020

Dir. of Public Works/Town Engineer

Edmund W. Miga Jr. 2021

Director of Elder Affairs Dept.

Paula Dubord 2020

Director of Veterans Affairs Dept.

Jered Sasen 2020

Director of Central Dispatch

Anthony Gentile
Shirley Rae (retired 5/2019)

Director of DPW — Highway Division

William Sperrazza

Director of Info. & Technology Dept.

Nathan DeLong

Director of Wilbraham Public Library

Karen Demers

Director of Planning & Community Development Dept.

John Pearsall

Director of Parks & Rec. Dept.

Bryan Litz 2019

Economic Development Initiative

Steering Committee

Stephen Brand 2019
David F. Miles 2019
David A. Sanders 2020
James E. Thompson 2020
Elizabeth Davidson 2020
Linda J. Prystupa 2020
Robert J. Boilard 2020 (ex-officio member)
Patrick J. Brady 2019 (term ended)

Electrical Inspector

Edward Poulin 2020

Emergency Management Director

Michael Andrews
David Bourcier 2019 (retired 6/2019)

Executive Director of Wilbraham Public Access Television

Anthony Aube

Facilities & Grounds Maint. Superv.

Samuel Boyd
Ronald Rauscher (retired 8/2019)

Fence Viewer

Francis C. Barbaro 2020
David A. Sanders 2020

Field Driver

VACANT

Finance Committee

Michael Mazzuca 2020
Anna Levine 2021
Timothy F. Murphy 2021
Daniel Miles 2019
Kevin Corridan 2019
Carolyn Brennan 2021
Kevin Murray 2020
Todd E. Luzzi 2019
Marc Ducey 2020
Kevin Hanks 2022
Kevin Murray 2020 (resigned 2/2019)

Fire Captain Interview Panel (Appointments until completion)

Nick Breault
Mary Regan
Ed Rigney

Fire Chief

Michael Andrews
David Bourcier 2019 (retired 6/2019)

Fire Chief Search Committee (Appointments until completion)

Carolyn Brennan
Herta Dane
Nick Breault
Lance Trevallion
Robert Zollo

Fire Commissioners

Ralph Guyer 2020
Gary Petzold 2021
Edward R. Rigney, Jr. 2022

Forest Warden

Michael Andrews
David Bourcier 2019 (retired 6/2019)

Interim Emergency Management Director

Pete Nothe (completed)

Interim Forest Warden

Pete Nothe (completed)

Health Inspector

Lorri McCool 2020

Historical Commission

Dr. Diane Testa 2021
Arthur Wolf 2021
Charles Bennett 2019
Roberta Albano 2020
Thaddeus "Ted" Malysz 2022

HWRSD School Committee

Patrick Kiernan 2020
Sean F. Kennedy 2022
Michelle Emirzian 2021
William Bontempi 2021
Sherrill Caruana 2020
Maura Ryan 2020
Heather Zanetti 2021

Municipal Project Mgr. (Mt. Marcy Project)

John Pearsall 2019

Municipal Records Officer

Anthony Aube
Bryan Litz
Edmund Miga, Jr.
Nancy Johnson
Nick Breault
John Pearsall
Karen Demers
Lance Trevallion
Jered Sasen
Manuel Silva
Nathan DeLong
Paula Dubord
Thomas Sullivan
Carole Tardif
Robert Zollo
Michael E. Andrews

National Grid-Single Point of Contact for Emergencies

Michael Andrews 2022

Local Community Mitigation Advrsy. Cmte.

Judith Theocles 2020

2019Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Local Emergency Planning Committee

William Sperrazza 2020
Ralph Guyer 2020
Robert J. Boilard 2020
Robert Zollo 2020
Lorri McCool 2019
Anthony Aube 2020
David R. Pasquini 2019 (term ended)
Ed Cenedella 2020
Terry Nelson 2019
Stoughton L. Smead 2020
Timothy Kane 2019
William Manseau 2019 (retired 10/2019)
Paula Dubord 2020

Measurer of Wood and Charcoal

Gary Petzold 2020
Susan Petzold 2020

Moderator

James Jurgens 2021

On-Call Dispatcher

David Squires 2020

On-Call Firefighter/EMT

VACANCY

Open Space and Recreation Committee

Marianne Moner 2022
Joseph Calabrese 2022
Brian Fitzgerald 2021
Jonathan Taylor 2021
Edward McCorkindale 2021
Edna Colcord 2021
Steve Lawson 2020
Tracey Plantier 2020
Judith Theocles 2020
Susan Burk 2020
William Shepard 2022
Michael Pelletier 2022

Parking Clerk

Heather Kmelius 2020

Personnel Board

Paul D. Lemieux 2019
Mark Manolakis 2021
Miriam Siegel 2020
Joseph Kelly 2020
Marylou Fabbo 2020

Pest Control Officer

David Graziano 2020

Planning Board

James E. Moore 2024
Tracy Plantier 2020
John P. McCloskey 2021
Jeffrey A. Smith 2023
James J. Rooney 2022

Planning Board — Associate Seat

Gordon E. Allen 2020

Playground and Recreation Commission

Michelle Pastore 2022
Marc Atkins 2021
Emilie Hisgen 2020
William Scatolini 2022
Cliff Zimmer 2021
David Trebbe 2020
Jonathan Stogner 2020

Plumbing and Gas Inspector

Bernard Sears 2020

Police Chief

Robert Zollo 2020

Poundkeeper

Tammy Turcotte 2019 (resigned 9/2019)

Principal Assessor

Manuel D. Silva 2020

Public Access TV Committee

Roy L. Scott 2019
Sandra Belcastro 2020
Janet Vitkus 2020
Karl Jurgin 2019

PVPC Alternate Commissioner

Tracey Plantier 2019

PVPC Commissioner

James Moore 2020

PVPC Joint Transportation Board

Tonya Basch 2019

PVPC Joint Transportation Board -

Alternate

Dena Grochmal 2020

PVPC ZEV Work Group

Susan C. Bunnell

PVTA Advisory Board

Paula Dubord

Rep. to Grtr. Spfld. Senior Services, Inc.

Peter Schmidt

Scantic Valley Health Trust

Thomas Sullivan 2020

Scantic Valley Health Trust - Alternate

Nick Breault 2020

Sealer of Weights and Measures

Susan Petzold 2020

Senior Ctr. Bldg. Feasibility Cmte. (Appointments until completion)

Carolyn Brennan
Nicholas Manolakis
M. Trant Campbell
Norma Bandarra
Thomas Sullivan
Paula Dubord
Dennis Lopata

Sewer Advisory Board

Joseph R. Kakley 2022

Solid Waste Advisory Committee

Kevin Dorsey 2020

Stormwater Committee

Dena Grochmal 2019
John Pearsall 2019
Tonya Basch 2019
William Sperrazza 2020
Lance Trevallion 2020

Surveyor of Lumber

Edward P. Lindsay Jr.

Tax Title Custodian

Thomas Sullivan 2020

Town Administrator

Nick Breault 2022

Town Archivist

VACANT

Town Clerk

Carole Tardif 2021

Town Counsel

Stephen M. Reilly, Jr. 2020

Traffic Safety Team

Edmond J. Miga
William Sperrazza
John Pearsall
Nick Breault
Tonya Basch
Robert J. Boilard

2019Appointed Positions/Boards/Committees

(The year listed post-name is the year the volunteers' term expires; No year listed indicates an indefinite term.)

Treasurer/Collector/Asst. Town Admin. of Finance & Budgeting
Thomas P. Sullivan

Tree Warden
David A. Graziano 2021

Veterans' Graves Officer
Jered Sasen 2020

Water Commissioner
Thomas D. Pilarcik 2020
James B. Dunbar 2021
Rik Alvarez 2022

Water Superintendent—Water Division
Vincent Pafumi

Weigher of Grain
Susan Petzold 2019

Wilbraham Cultural Council
Valerie Ducey 2021
Susan Bennett 2020
Jane E. Clark 2020
Lisa Person 2020
Susan Adams 2019 (term ended 6/2019)

Wilbraham Housing Authority
James S. Burke 2023
Robert Sullivan Jr. 2020
Peter N. Manolakis 2020
Karen Rucks 2021
Kathy Ann Krawczyk 2023 (*State appt. seat*)

Wilbraham Nature and Cultural Council
Susan C. Bunnell 2020

WPL Renovations Implementation Cmte.
Holly Murray 2020
James Jurgens 2020
Corinne Sawyer 2020
Karen Demers 2020
Ronald Rauscher 2020
Raymond Burk 2020
Paul Huijing 2020

Zoning Board of Appeals
Charles A. Pelouze 2021
Edward E. Kivari 2021
Mark J. Albano 2022

Zoning Board of Appeals Associate Seats
Betsy Johnsen 2020
Jamil Eyvazzadeh 2020

2019 Elected Officials (as of May 18, 2019)

SELECTMEN & BOARD OF HEALTH

Robert J. Boilard (R) 2022
Susan C. Bunnell (U) 2020
Robert W. Russell (R) 2021

TOWN CLERK
Carole J. Tardif (D) 2021

MODERATOR
James S. Jurgens (R) 2021

ASSESSORS
John M. Wesolowski (R) 2020
Roger J Roberge II (R) 2022
Lawrence G. LaBarbera (R) 2021

REGIONAL SCHOOL COMMITTEE

Sherrill Caruana (D) 2020
Patrick O. Kiernan 2020
William J. Bontempi (R) 2021
Michelle P. Emirzian (R) 2021
Sean F. Kennedy (D) 2022

CEMETERY COMMISSIONERS

Donald Bourcier (R) 2021
Wilfred R. Renaud, Jr. (D) 2020
Sharon L. Kipetz (D) 2022

WATER COMMISSIONERS
James B. Dunbar (R) 2021
Rik Alvarez (D) 2022
Thomas Pilarcik (U) 2020

LIBRARY TRUSTEES
Raymond Burk (R) 2021
Karen M. Grycel (D) 2021
Linda F. Moriarty(R) 2020
Marjorie Williams (D) 2022
James S. Jurgens (R) 2022
Linda Maria Dagradi (D) 2020

PLANNING BOARD
James J. Rooney (R) 2022
Jeffrey A. Smith (U) 2023
James E. Moore (U) 2024
Tracey Plantier (D) 2020
John P. McCloskey (D) 2021

WILBRAHAM HOUSING AUTHORITY

Robert Sullivan (R) bos apt. 2020tenant
Peter N. Manolakis (R) 2020
James S. Burke (R) 2023
Karen L. Rucks (D) 2021
Kathy Ann Krawczyk (R) 2023

Attest: Carole J. Tardif
TOWN CLERK

2019 Federal & State Delegation

GOVERNOR

Charlie Baker (R)
Office of the Governor
State House, Rm. 280
Boston, MA 02133
Phone: 1-888-870-7770
1-617-725-4005
1-413-784-1200 Springfield
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309 Hart
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CONGRESSMAN – 1ST CONG. DIST.

Richard E. Neal (D)
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 Washington, DC 20515
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**REPRESENTATIVE IN GEN.
COURT****12th HAMPDEN DISTRICT**

Angelo J. Puppola, Jr.
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2341 Boston Rd., Suite 204
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**STATE SENATOR-1ST HAMPDEN/
HAMPSHIRE DISTRICT**

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60 Shaker Road
 Unit 3B
 East Longmeadow, MA 01028
 Phone: 413-526-6501



Photo Courtesy of Melissa Graves

2019 Democratic Town**Committee****Executive Officers**

Linda Dagradi, Chairman
 Sean Kennedy, Vice Chairman
 Anna Levine, Treasurer
 Christine Goonan, Secretary
 Megan Dubord, Member at Large

Members

Rik Alvarez
 Jonathon Ball
 Gale Candaras
 David Chivers
 Jane Clark
 Linda Dagradi
 Megan Dubord
 William Fogarty
 Christine Goonan
 Ivan Gothner
 Karen Grycel
 Everett Hanford
 Thomas Hidalgo
 Chip Johnson
 Lisa Jones
 Mark Jones
 Thomas Kenefick, III
 Sean Kennedy
 Ann Marie King
 Sharon Kipetz
 Terri Landeck
 Anna Levine
 Patricia McDiarmid
 Robert Page
 Marjorie Pessolano
 Kathy Phipps
 Elizabeth Quigley
 Karen Rucks
 Carole Tardif
 James Thompson
 Robert Tourville
 Ann Tousignant
 Bruce Williams
 Marjorie Williams

2019 Republican Town**Committee****Executive Officers**

David Sanders, Chairman
 Peter Manolakis, Vice Chairman
 Joeline Guzzo, Treasurer
 Lloyd Elliot, Secretary

Elected Members

Frank Barbaro
 Robert Boilard
 William Bontempi
 Barbara Bourcier
 Donald Bourcier
 James Burke
 Lloyd Elliott
 Patricia Gordon
 George Gordon
 Joeline Guzzo
 John Guzzo
 Richard Howell
 James Jurgens
 Kathy Krawczyk
 Lawrence LaBarbera
 Catherine Labine
 Mark Manolakis
 Peter Manolakis
 Michael Mazzuca
 D. John McCarthy
 Mary McCarthy
 Thomas Reavey
 George Reich
 James Rooney
 Robert Russell
 Elizabeth Sallade
 David Sanders
 Marcie Sanders
 Roy Scott
 Janet Shea
 Robert Sullivan
 John Wesolowski

Associate Members

Peter Ablondi
 David Graziano
 Ann Marie Kibbe
 Charlotte Logan
 Richard Labine
 Joyce McComb
 Patrick McComb
 Deborah Reavey
 Frederick Sallade
 Anthony Vecchio

Administration

Town Clerk

Town Clerk's Office

Carole J. Tardif, Town Clerk
Deborah M. Brennan, Assistant Town Clerk

ANNUAL TOWN MEETING MAY 13, 2019

Attendance:

Precinct A: 57
Precinct B: 48
Precinct C: 61
Precinct D: 75
Total ----- 241

In accordance with the Warrant, as posted, the inhabitants of the Town of Wilbraham, qualified to vote in Town affairs, met in Minnechaug Regional High School on Monday, May 13, 2019. At 7:00 p.m. Moderator James S. Jurgens noted a quorum was present and called the meeting to order. The Moderator welcomed all and commenced with a brief explanation of the process for the evening.

In respect of tradition, the names of those town employees recently deceased since our last meeting were read. These names are printed in the annual town report. A moment of silence was held in their honor.

The Select Board and Jered Sasen, Director of Veterans Services, presented George Allen from 32 Soule Rd. a Certificate of Acknowledgement as the Veteran of the Year.

The Pledge of Allegiance was then recited by Boy Scout Troop 359 sponsored by St. Cecilia Church followed by Town Clerk Carole J. Tardif reading the call of the meeting.

**Articles listed on the Consent Agenda are considered to be routine and will be acted on using an expedited procedure. Questions or concerns from the floor regarding any Consent Agenda article will result in that article's removal from the Consent Agenda for action under regular procedures.*

Consent Agenda (articles marked *) - Finance Committee Recommends:

Passing by majority vote that the Town accept and approve the following motions as presented in the anticipated motions handout. Articles 1,2,4,8,9,10,11,12,13,16,17,18,19,23,42,43, and 44.

***ARTICLE 1. Choosing miscellaneous officials (consent agenda):** Passing by majority vote that the following persons be elected to the indicated offices for the ensuing year: Poundkeeper, Tammy Turcotte; Measurer of Wood and Charcoal, Gary Petzold; Measurer of Wood and Charcoal, Susan Petzold; Surveyor of Lumber, Edward P. Lindsay.

***ARTICLE 2. Hearing reports (consent agenda):** Passing by majority vote that the town accept the reports of all officers and committees as printed in the Annual Town Report.

ARTICLE 3. Funding Transfers FY 2019 – Finance Committee Recommends:

Passing by majority vote pursuant to Section 33B of Chapter 44 of the General Laws, move to transfer the sum of \$89,000 from previously appropriated but unexpended funds in the following FY'2019 budgets:

#192 Town Properties-Fuel.....\$40,000
#194 Group Health Insurance.....\$34,000
#060 Wastewater Salaries.....\$15,000

and to place such funds in the following amounts in the following FY'2019 budgets:

#191 Facility Maintenance-Expenses.....\$16,000
#192 Town Properties-Memorial School...\$7,000
#220 Fire Department-Expenses.....\$6,000
#420 Highway-Salaries\$35,000
#620 Parks and Recreation – Expenses.....\$10,000
#060 Wastewater Expenses.....\$15,000

***ARTICLE 4. Ambulance Fund Transfer (consent agenda).** Passing by majority vote to appropriate \$1,000 from Receipts reserved for Appropriation for Ambulance to the FY'2019 Ambulance Budget to cover operating expenses.

ARTICLE 5. Parliamentary procedures – Finance Committee Recommends: Passing by majority vote that the Town adopt special parliamentary procedures for the purpose of implementing the provisions of Chapter 580 of the Acts of 1980 (Proposition 2½), as amended, and as set forth in a document entitled "Article 5, Exhibit A," on file with the Town Clerk.

ARTICLE 6. Compensation for elected Town officials. – Finance Committee Recommends: Passing by a majority vote to fix the compensation for elected Town Officers for fiscal year July 1, 2019 to June 30, 2020, as follows: Assessors, \$3,595 per year, chairman, \$3,967 per year; Town Clerk, \$72,046 per year (all fees revert to the Town treasury); Moderator, \$200 Annual Town Meeting, \$50 Special Town Meeting; Selectmen, \$5,203 per year, chairman \$6,069 per year; Water Commissioners, \$150 per year; Cemetery Commissioners, no salary; Library Trustees, no salary; Planning Board Members, no salary; Poundkeeper, Field Drivers, Weighers of Grain, Surveyors of Lumber, Measurers of Wood and Charcoal; all other Town officers elected other than by official ballot, fees only, fixed by General Laws.

(Continued from page 11)

ARTICLE 7. Budget Appropriations. – Finance Committee Recommends: Passing by majority vote to accept the report of the Finance Committee and vote to raise and appropriate \$43,123,538, transfer \$35,000 from offset receipts (for Dog Officer Expenses) and appropriate from Free Cash \$267,311 to cover the necessary capital expenditures and operating expenses of the Town for Fiscal Year 2020 (July 1, 2019 to June 30, 2020) per appropriations listed separately in the Town Meeting Workbook and incorporated herein by reference, with the exception of those budgets and expenditures which will be voted on separately in subsequent Articles. Presentations were given by Finance Committee and the Hamden Wilbraham Regional School District. A question and answer session followed.

***ARTICLE 8. Water Enterprise Fund Budget (consent agenda):** Passing by majority vote that the following sums be appropriated for the Water Enterprise Fund: Salaries, \$454,680; Expenses, \$1,512,903, and that \$1,967,583 be raised as follows: \$1,891,911 from Water Department receipts and \$75,672 from retained earnings for Fiscal Year 2020 expenses.

***ARTICLE 9. Water Enterprise Fund Reserve Fund (consent agenda).** Passing by majority vote that the Town vote to appropriate from water receipts the sum of \$25,000 for a Fiscal Year 2020 Reserve Fund.

***ARTICLE 10. Wastewater Enterprise Fund Budget (consent agenda):** Passing by majority vote that the following sums be appropriated for the Wastewater Enterprise Fund: Salaries, \$263,491; Expenses, \$972,811, and that \$1,236,302 be raised as follows: \$1,126,302 from Wastewater Department receipts and \$110,000 from retained earnings for Fiscal Year 2020 expenses.

***ARTICLE 11. Wastewater Enterprise Fund Reserve Fund (consent agenda).** Passing by majority vote that the Town vote to appropriate from wastewater receipts the sum of \$65,000 for a Fiscal Year 2020 Reserve Fund.

***ARTICLE 12. Solid Waste Enterprise Fund Budget (consent agenda).** Passing by majority vote that the following sums be appropriated for the Solid Waste Enterprise Fund: Salaries, \$131,370; Expenses, \$188,566, and that \$319,936 be raised as follows: \$313,739 from Solid Waste Enterprise Fund receipts, and \$6,197 from retained earnings for Fiscal Year 2020 expenses.

***ARTICLE 13. Solid Waste Enterprise Fund Reserve Fund (consent agenda).** Passing by majority vote that the Town vote to appropriate from Solid Waste Enterprise Fund receipts the sum of \$4,000 for a Fiscal Year 2020 Reserve Fund.

ARTICLE 14. Capital Projects from Free Cash – Finance Committee Recommends: Passing by majority vote that the Town vote to appropriate from available funds (Free Cash (2018), \$566,078, to fund the following Projects in Fiscal Year 2019.

| DEPARTMENT | PROJECT | AMOUNT |
|-----------------------|---|----------|
| Police Department | Watch Guard - Server | \$12,775 |
| Fire Department | SCBA self-contained Breathing Apparatus (31 bottles) 31 | \$50,000 |
| Fire Department | Fire Captain Promotional Process | \$12,500 |
| HWRSD | New Commercial Dishwasher Soule Road School | \$65,000 |
| Clerk's Office | Voting Machines (6) | \$35,000 |
| Recreation Department | AED Machines (4) | \$7,000 |
| Recreation Department | Utility Vehicle | \$10,300 |
| Recreation Department | Truck Pick up | \$40,000 |
| Recreation Department | Cutter/DE thatcher | \$12,173 |
| Recreation Department | Toro Debris Blower | \$7,330 |
| DPW (Highway) | Sidewalk improvements | \$50,000 |
| DPW (Highway) | Drainage improvements (Police/Fire/Town) | \$50,000 |
| DPW | Material Screen Machine | 75,000 |
| DPW | Radios-Trucks | 30,000 |
| DPW(ENGINEERING) | Town Office Sewer Project Study | 50,000 |
| Selectmen | Building Study | 50,000 |
| Tree Warden | Tree Removal Program | \$9,000 |

Explanation: This Article would fund capital projects from free cash instead of issuing debt to pay for these projects. This saves the town an estimated \$ 76,500 in interest costs.

ARTICLE 15. Appropriation for Capital Outlays – Finance Committee Recommends: Requiring a two-third vote, passing by a declared two-third vote by the Moderator that the Town appropriates \$ 720,000 to pay costs of the following capital outlay items:
 Public Buildings DPW GARAGE \$ 600,000
 Equipment Vehicles 2 Highway Dump Trucks (grant)
 OR 1 Highway Dump Truck
 \$120,000

Continued from page 12

including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$720,000 in accordance with Chapter 44 of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

A presentation was given by the Capital Planning Committee chairman.

***ARTICLE 16. Receipts reserved for appropriation for ambulance (consent agenda).** Passing by majority vote to appropriate \$908,888 from Receipts Reserved for Appropriation for Ambulance to Ambulance personal services, operating and capital costs, pursuant to Section 5 of Chapter 40 of the General Laws.

***ARTICLE 17. Appropriations for Ambulance Depreciation Account (consent agenda).** Passing by majority vote to appropriate \$65,000 from Receipts Reserved for Appropriation for Ambulance and \$214,135 from the depreciation account for vehicle and equipment replacement for the purchase of a new ambulance vehicle and equipment in Fiscal Year 2019 pursuant to Section 5 of Chapter 40 of the Massachusetts General Laws.

***ARTICLE 18. Receipts reserved for appropriation for cemeteries (consent agenda).** Passing by majority vote to appropriate \$20,000 from Receipts Reserved for Appropriation for Cemeteries to Cemetery operating expenses, pursuant to Section 5 of Chapter 40 and Section 16 of Chapter 114 of the General Laws.

***ARTICLE 19. Receipts reserved for appropriation for Wilbraham Public Access Television (consent agenda).** Passing by majority vote to appropriate \$176,900 from the PEG Access and Cable Related Fund for Appropriation for Wilbraham Public Access Television, pursuant to Section 53F ¾ of Chapter 44 of the Massachusetts General Laws.

ARTICLE 20. Reserve Fund – Finance Committee Recommends: Passing by majority vote to raise and appropriate \$250,000 for a Fiscal Year 2020 Reserve Fund.

ARTICLE 21. Special Appropriation for road repaving and preservation – Finance Committee Recommends: Passing by majority vote to raise and appropriate \$150,000 to repave, resurface and/or crack seal public ways.

ARTICLE 22. Other Post-Employment Benefits Liability Trust Fund – Finance Committee Recommends: Passing by majority vote that the town vote to raise and appropriate or transfer from the following available funds (free cash, water receipts, wastewater receipts, solid waste receipts, receipts reserved for appropriation for ambulance) a sum of money to be placed into the Other Post-Employment Benefits Liability Trust Fund, established under the provisions of Massachusetts General Laws Chapter 32B, Section 20,

| FUND | SOURCE | AMOUNT |
|---|---|-----------|
| General Fund | Raise and appropriate | \$400,000 |
| Water Enterprise Fund | Water receipts | \$13,000 |
| Wastewater Enterprise Fund | Wastewater receipts | \$5,600 |
| Solid Waste Enterprise Fund | Solid waste receipts | \$2,600 |
| Receipts Reserved for Appropriation for Ambulance | Receipts reserved for appropriation for ambulance | \$10,400 |

***ARTICLE 23. Municipal Building Insurance Fund (consent agenda).** Passing by majority vote to raise and appropriate \$1,000 for the Municipal Building Insurance Fund.

ARTICLE 24. Stabilization Fund - Finance Committee Recommends: Passing by majority vote to transfer \$100,000 from Free Cash to be added to the Stabilization Fund and to transfer \$935,000 from free cash to be added to the Capital Stabilization Fund, both in accordance with Section 5B of Chapter 40 of the Massachusetts General Law.

ARTICLE 25. Water Enterprise Retained Earnings – Finance Committee Recommends: Passing by majority vote to appropriate \$125,085 from available funds in the Water Enterprise Fund retained earnings account to fund meter replacements (\$57,085), Brookmont pump station upgrades (\$18,000) and replace a water service truck (\$50,000).

ARTICLE 26. Waste Water Enterprise Retained Earnings – Finance Committee Recommends: Passing by majority vote to appropriate \$175,661 from the Waste Water Enterprise Fund Retained Earnings account to fund inflow and infiltration work including the purchase of a sewer camera (\$105,661), fix a 24” sewer main \$20,000 and to replace a waste water service truck (\$50,000)

ARTICLE 27. Recycling Contract. – Finance Committee Recommends: Passing by majority vote to authorize the Selectmen on its behalf under M.G.L. c. 30B, §12 to enter into a recycling contract for a period of up to fifteen (15) years on terms negotiated by the Selectmen on or before the expiration of the current recycling contract with the Material and Recycling Facility in June, 2020.

ARTICLE 28. Zoning By-Law Amendment – Large-Scale Ground-Mounted Solar Energy Systems. – Planning Board Recommends: Requiring a two-third vote, passing by declared two-third vote by the Moderator that the Town amend the Wilbraham Zoning By-Law by revising section 10.7 as set forth in a document entitled "Zoning Amendment Exhibit A" on file with the Town Clerk.

ARTICLE 29. Zoning By-Law Amendment - Rezoning from Residence-40 (R-40) to Neighborhood Office (NO). – Planning Board Recommends: Requiring a two-third vote, passing by declared two-third vote by the Moderator that Town vote to amend the Wilbraham Zoning By-Law and the accompanying Zoning Map referenced therein by rezoning from Residence-40 (R-40) to Neighborhood Office (NO) a parcel of land measuring approximately 25,000 square feet in area located at 5 Woodland Dell Road owned by THE WILBRAHAM MASONIC BUILDING ASSOCIATION, INC., as more particularly described on a plan on file with the Town Clerk entitled "Zoning Amendment Exhibit B"

ARTICLE 30. Acceptance of Public Ways - Passing by majority vote that the Town vote to accept North Hills Lane and Sherwin Road as a public way pursuant to a layout filed by the Board of Selectmen with the Town Clerk.

ARTICLE 31. Acceptance of Deeds – Passing by majority vote that the Town will vote to accept such deeds and grants of interests in land to the Town recorded at the Hampden County Registry of Deeds or the Hampden County Land Registration Office since the date of the last Annual Town Meeting as filed by the Board of Selectmen with the Town Clerk as "Article 31, Exhibit A".

ARTICLE 32. Community Preservation Program Budget – Finance Committee Recommends: Passing by majority vote to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative costs, community preservation projects and other expenses in fiscal year 2020, as printed in Article 32 of the Warrant, with each item to be considered a separate appropriation.

| APPROPRIATIONS | |
|--|------------------|
| FY 2020 estimated revenues for Administrative Costs | \$7,500 |
| RESERVES: | |
| FY 2020 estimated revenues for Historic Preservation Reserves | \$43,546 |
| FY 2020 estimated revenues for Community Housing Reserves | \$43,546 |
| FY 2020 estimated revenues for Open Space Reserves | \$43,546 |
| FY 2020 estimated revenues for Non-Committed Reserves | \$304,826 |
| FY 2020 estimated total of revenue in Reserves | \$435,464 |
| Estimated new surcharge collections for FY 2020 | \$392,310 |
| Estimated State Match for FY 2020 | \$43,154 |
| FY 2020 estimated total | \$435,464 |

ARTICLE 33. CPA Project for Preservation of Town Record Books. – Finance Committee Recommends: Passing by majority vote to transfer \$5,600 from the Community Preservation Historic Preservation Fund for a Community Preservation Project for the preservation of town record books in the custody of the Town Clerk.

ARTICLE 34. Community Preservation Project for Wilbraham Public Library StoryWalk Trail® (a federally registered trademark of Anne Ferguson ©). – Finance Committee Recommends: Passing by majority vote to transfer \$55,000 from the Open Space Account of the CPA funds for design, construction and installation of a preschool child's circular, packed stone dust trail featuring approximately 20 permanently installed, kids height picture book, weatherproof story reading stations for the Wilbraham Public Library StoryWalk Trail® (a federally registered trademark of Anne Ferguson ©).

ARTICLE 35. Community Preservation Project for the Town of Wilbraham to Acquire 1.6 Acres of Vacant Land at 674 Main St. (aka King Family site). Motion to "Move No Action" Passing by majority vote.

ARTICLE 36. Community Preservation Project to Relocate Existing Playground Climbing and Recreation Apparatus at Memorial School. – Finance Committee Recommends: Passing by majority vote to transfer \$25,000 from the CPA Open Space Account to fund relocation expenses of these underutilized, durable playground fixtures to a more visible, active and accessible recreation area off Main St, within walking distance to the two baseball diamonds.

ARTICLE 37. Community Preservation Project for Atheneum Society of Wilbraham, Old Meeting House and Hearse Barn Roof Restoration. – Finance Committee Recommends: Passing by majority vote that the Town transfer \$18,850 from the Historic category of CPA 2020 funds for repair and restoration of an insect damaged structural interior support; replace antiquated heat circulating ducts; develop required specifications for cost estimate of a topographical grounds survey necessary for future design of a handicapped access ramp from ground level up into the Old Meeting House first floor; and to replace the weather damaged wood shingles on south side of Hearse barn roof and weather seal to preserve the functional life of the new wood shingles.

ARTICLE 38. Community Preservation Project for Construction of a Walkway at Fountain Park. – Finance Committee Recommends: Passing by majority vote that the Town transfer \$18,000 from the CPA Non-Committed Funds category to provide handicapped walkway and outdoor patio viewing area at Fountain Park.

ARTICLE 39. Community Preservation Project for Repair and Improvement of Surface Drainage from the Two Sports Fields East Side of Stony Hill Rd at the Middle School Entrance Driveway. – Finance Committee Recommends: Passing by majority vote to transfer \$55,000 from the CPA Non-Committed category for installation of 5.15 acre subsurface sports field drainage system at the Wilbraham Middle School.

ARTICLE 40. Community Preservation Project for Construction of a Pedestrian Footbridge over 12 Mile Brook at the 60 Acre Crane Hill Road Conservation Forest. – Finance Committee Recommends: Passing by majority vote that the Town will vote to transfer \$25,000 from the CPA Open Space category for design and construction of a new approximately 36' long pedestrian footbridge over 12 Mile Brook.

ARTICLE 41. Community Preservation Project to Construct a Park Support Storage Building at Spec Pond Recreational Complex. – Finance Committee Recommends: Passing by majority vote that the Town transfer \$250,000 from the CPA Non-Committed category for construction of a 3,000 square foot pre-engineered Butler metal building on the east side of Spec Pond Complex.

***ARTICLE 42. Authorization to Dispose of Surplus Equipment (consent agenda). – Finance Committee Recommends:** Passing by majority vote that the Town vote to authorize the Board of Selectmen on behalf of the Town to sell, transfer, or otherwise dispose of damaged, obsolete, or unneeded tangible personal property or equipment owned by the Town.

***ARTICLE 43. Departmental Revolving Funds (consent agenda). – Finance Committee Recommends:** Passing by majority vote that the Town vote to fix the maximum amount that may be spent during Fiscal year FY2020 beginning on July 1, 2019 for the revolving funds established in Town By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E ½, the Town of Wilbraham shall authorize the following Revolving Funds: Council on Aging, \$20,000; Compost Bins, \$5,000; Cemetery, \$20,000; and Community Garden, \$6,000.

***ARTICLE 44. Authorization to Enter into Lease/Purchase Agreements (consent agenda). – Finance Committee Recommends:** Passing by majority vote that the Town vote to authorize the Board of Selectmen to make contracts for the lease, with option to purchase, of various municipal equipment, subject to annual appropriation, if in the opinion of the Board it is in the best interests of the Town. The Board of Selectmen shall identify within its budget submission to the Finance Committee, any contract for the lease with an option to purchase.

ARTICLE 45. Town By-Law Amendment— Pawnbrokers, Junk and Secondhand Dealers. Passing by majority vote to amend Article VI, 610 (g.) of the Town By-Laws, "Pawnbrokers, Junk and Secondhand Dealers" by adding language to the existing "Identification of Items" section of the By-Law; with the new proposed language italicized in the following section of the current By-Law as set forth in Article 45 of this Town Meeting Warrant .

g.) Identification of Items - The holder of a pawnbroker's license or a junk and secondhand dealer's license shall maintain a written record which accurately describes all items pawned, sold, pledged, or otherwise deposited with the license holder. The record shall include the date and time each transaction is made. This description shall include, but shall not be limited to, all distinguishing marks, etchings, engravings, model names, model numbers and serial numbers. Any jewelry with an affiliation to any institution or organization shall include the name of said institution or organization, year and inscribed initials, if any. All descriptions of items of jewelry shall include the material, weight, length (if applicable), shape and color. *In any case in which more than five pieces of jewelry are deposited with a second hand dealer in the same transaction and no single item is estimated by the licensee to be worth more than twenty dollars (\$20), the licensee may enter the total number of items as one entry into the record and shall not be required to record the material, weight, length, shape or color of each item. In such cases where one batch transaction of jewelry is recorded, the licensee shall take a photo of the entire group of items. Included in this photo shall be the name of the customer and the date of the transaction. In such batch transactions, the licensee shall record the total number of items, a description of the batch of items, and the total price paid by the licensee.* Descriptions of collectible cards, autographed items, figurines or other collectibles of any description shall include any identifying features such as the name of the item, date, denomination, color, size, brand name, vintage and image represented. Any license holder under this By-Law shall maintain the records for a minimum of three years. Such records shall at all times be open to the inspection of officers of the police department and of any person authorized to make such inspection. The fine for persons violating the "Identification of Items" section of this By-Law shall be one hundred dollars (\$100).

ARTICLE 46. Adoption of New General Town By-Law, Article VI, Section 640— Door to Door Solicitors and Peddlers. Passing by majority vote to amend the Article V1 of the Town By-Laws, "Regulation of Public Conduct," by adding a new Section 640, "Door To Door Solicitors and Peddlers as set forth in Article 46 of this Town Meeting Warrant.

SECTION 640 DOOR TO DOOR SOLICITORS AND PEDDLERS

a.) Purpose - It is the purpose of this by-law to regulate persons or organizations engaged in soliciting or peddling in the Town of Wilbraham through the issuance of licenses and imposition of other limitations on such conduct for the purpose of protecting the Town's residents from disruption of the peaceful enjoyment of their residences and from crime and fraud, and further, to allow reasonable access to residents in their homes by persons or organizations who wish to engage in commercial solicitation.

b.) Definitions - Solicitor or peddler is defined as any individual, whether a resident of the Town of Wilbraham or not, traveling either by foot, motor vehicle, or any other type of conveyance from place to place, house to house, taking or attempting to take orders for sale of goods, wares, merchandise, personal property of any nature for immediate or future delivery or for services to be furnished or performed immediately or in the future whether or not he or she collects advance payments on such sales.

c.) License Required - It shall be unlawful for any solicitor or peddler as defined in this by-law to engage in such business in the Town of Wilbraham without first obtaining a license in compliance with the provisions of this by-law. Any person who is not properly licensed under this by-law shall be ordered to immediately cease and desist all solicitation in the town until they attain a proper license.

d.) License Exemption - Nothing in this by-law shall be construed to impose any license requirement or otherwise restrict or in any way regulate any activity for non-commercial purposes, including but not limited to any activity for religious, charitable, civic or political purposes, regardless of whether such activity includes acts that would otherwise constitute soliciting.

e.) Application and Fee - Each individual applicant for a license under this by-law shall submit in person to the Chief of Police or his/her designee an application along with a fee of \$25.00 (per individual applicant) payable to the Town of Wilbraham which will be used to cover the cost of investigating the facts stated in the application. Each applicant must complete a sworn application in writing at least ten (10) working days prior to the requested starting date for solicitation, on a form provided by the Police Department. Said form shall include the following information:

1. Name and physical description;
2. Date of birth;
3. Permanent home address as well as full local address of the applicant;
4. A brief description of the nature of the business and/or goods to be sold;
5. If employed, name and address of employer, including credentials which establish the exact relationship;
6. The length of time for which the license is desired (not to exceed one year);
7. Names of manufacturer, of source of merchandise, proposed method of delivery;
8. Two photographs of the applicant, taken within the past sixty (60) days prior to filing of the application, showing only the head and shoulders of the applicant in a clear and distinguishing manner; The police department may require that applicants have a digital photo taken of them by the police department at the time the application is filed.
9. A statement as to whether or not the applicant has been convicted of any crime listed in the "Investigation and Issuance" section of this by-law or is a Level 2 or Level 3 Sex Offender required to register with the Massachusetts Sex Offenders Registry Board.

f.) Investigation and Issuance - If after an investigation into the facts contained in the license application the Police Chief is satisfied the applicant is of suitable character consistent with this by-law, the Police Chief, or his designee shall grant the required license. The Police Chief or his designee shall refuse to issue a license to any organization or individual whose license have been revoked for violation to this by-law within the previous two-year period or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, felony assault, or any larceny offense that is a felony, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to grant a license to a person who is a sex offender required to register with the Massachusetts Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes. The Town shall not make an adverse determination based on criminal history or sex offender status without first notifying the applicant of the potential adverse determination. The Town shall provide the applicant with information regarding the source of the criminal history or sex offender status. The Town shall identify the part of the history which appears to make the applicant unsuitable. The Town shall afford the applicant the opportunity to dispute the accuracy of the criminal history or sex offender status or otherwise present to the town any mitigating or other circumstances bearing on the history.

g.) Identification Card - The Police Department, after a review of the information contained in the license application, but in no event more than ten (10) working days after receipt of a fully-completed application, shall issue to each successful applicant an identification card which shall contain the words "Licensed Solicitor", identification and expiration date of the license. Persons engaged in solicitation or peddling as defined in this By-law must display the registration card while soliciting or peddling and present the card to any police officer, authorized enforcing agent, or person solicited upon request.

h.) Duty of Police to Enforce - It shall be the duty of any police officer of the Town to require any person seen soliciting or peddling and who is not known by such officer to be duly licensed, to produce his or her solicitor's license and to enforce the provisions of this by-law against any person found to be violating the same.

i.) Records - The Chief of Police shall maintain all pertinent records of licenses issued and violations recorded.

j.) Enforcement and Penalties - The provisions of this by-law may be enforced by the Board of Selectmen, Zoning Enforcement Officer, or any Police Officer of the Town of Wilbraham by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to Section 21D of Chapter 40 of the General Laws and appropriate articles of the General By-laws. Each day on which a violation exists shall be deemed to be a separate offense. The penalty for each violation shall be \$300.00.

Whoever continues to solicit in the town in willful violation of this by-law, by continuing to solicit after being informed by an authorized enforcing agent to cease and desist shall be subject to a penalty of \$300.00.

Notwithstanding the above licensing procedures, no licensee may enter private property after being forbidden to do so either directly by the person in charge of the property or by a conspicuously posted notice of "No Trespassing" or "No Soliciting".

After investigation by a police officer, licenses issued under the provisions of this by-law may be revoked by the Chief of Police or his designee after notice and hearing, provided however, that a license may be suspended immediately, without notice and a hearing, if the public safety or welfare so requires for any of the following causes:

1. Fraud, misrepresentation, or false statement contained in the license application;
2. Fraud, misrepresentation or false statements made in the course of carrying on the business of solicitation;
3. Any violation of this by-law;

4. Conviction of any crime listed in "Investigation and Issuance" section of this By-law or classification as a Level 2 or Level 3 Sex Offender;
5. Conducting the business of soliciting or peddling in an unlawful manner or in such a manner as to constitute a breach of the peace, or to constitute a menace to health, safety, or the general welfare of the public, and
6. High-pressure tactics, harassment, or a refusal to accept a refusal as an answer, when verified in writing.

If a license is suspended or revoked under the provisions of this section, notice of a hearing with regard to the same shall be given forthwith in accordance with the following subsection.

k.) Appeals and Hearings

1. Denials: Any person or organization who is denied a license may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within five (5) days after receipt of the notice of denial. The Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal. If the notice of appeal is received by the selectmen less than 72 hours before their next meeting, the appeal may be scheduled for the following meeting. Saturdays, Sundays, and legal holidays shall not count towards this 72 hour period. If the Board of Selectmen fails to make a determination regarding a denial of a license within thirty (30) days after receiving the notice of appeal, the license shall be deemed granted.

2. Suspension or Revocation: Notice of hearing for revocation or suspension of a license shall be given forthwith in writing, setting forth specifically the grounds of the complaint and a time and place of the hearing. Such notice shall be hand delivered to the licensee or forwarded by certified mail to the licensee at his or her last known address at least five days prior to the hearing date. If the Board of Selectmen fails to make a determination regarding a suspension or revocation of a license within thirty (30) days after the licensee receives a notice, the license shall be deemed reinstated.

l.) Expiration of License - All licenses for soliciting in the town are valid only for the particular dates specified thereon, and in no case for longer than one year.

m.) Severance Clause - The provisions of this by-law are declared to be severable, and if any section, sentence, clause or phrase of this by-law shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining section, sentences, clauses and phrases of this by-law and they shall remain in effect, it being the legislative intent that this by-law shall stand, notwithstanding the invalidity of any part.

ARTICLE 47. Petitioned Article— Town By-Law Amendment— Private Ways. Passing by majority vote to amend the current by-law found in Section 631.1.6 to read: Notwithstanding the petition of 51% of the owners abutting a private way, the Town shall not make temporary repairs unless those owners who have title to and abut the private way itself shall first execute a document presented by the Town which establishes a one hundred (\$100.00) dollar limit of liability per occurrence for the Town on account of damages caused by or during such repairs to that private way. ("Per occurrence" was removed by the Petitioners at the Town Meeting within the motion.)

Motion to adjourn was made and seconded.

Meeting adjourned at 9:38 p.m.

Attest: 

Carole J. Tardif
Town Clerk of Wilbraham



If you would like to receive emergency or urgent information notifications from the Town of Wilbraham, you may go to the Town's website (www.wilbraham-ma.gov) and click on the Blackboard Connect link at the bottom, left side of the website's home page.

Office of the Town Clerk
State Summary Report
Beginning 07/01/2018 and Ending 06/30/2019

| Code | Description | # | Total |
|----------------------------|----------------------|-------|-----------|
| 01 | Stray Fine | 10 | 100.00 |
| 02 | Noncriminal Tickets | 21 | 1,975.00 |
| 03 | Boarding Fees | 12 | 120.00 |
| 04 | Misc | 34 | 876.72 |
| 05 | Marriage | 51 | 1,530.00 |
| 06 | Copy of Rec | 1,560 | 15,592.00 |
| 07 | HT Permiss | 257 | 514.00 |
| 08 | Bus Cert | 106 | 4,060.00 |
| 09 | Raffle Pmt | 4 | 80.00 |
| 10 | Gas Permit | 9 | 960.00 |
| 11 | Cemetery BK | 1 | 2.00 |
| 12 | Pole Loc | 6 | 240.00 |
| 13 | Street List | 13 | 125.00 |
| DR | Dog Tag Registration | 2,692 | 32,937.00 |
| Total Cash | | | 17,918.00 |
| Total Checks | | | 41,193.72 |
| Total Credit Cards | | | 0.00 |
| Total Unknown Payment Type | | | 0.00 |
| | | | <hr/> |
| | | | 59,111.72 |
| | | | 59,111.72 |



TOWN OF WILBRAHAM
TOWN CLERK
240 Springfield Street
Wilbraham, MA 01095-2299

CAROLE J. TARDIF
Town Clerk
ctardif@wilbraham-ma.gov
DEBORAH M. BRENNAN
Assistant Town Clerk
dbrennan@wilbraham-ma.gov
Phone 413-594-2800, Ext. 200
Fax 413-594-2850
www.wilbraham-ma.gov

TOWN BULLETIN

Boston, MA

September 3, 2019

Articles 28, 29, 45, 46 and 47 - We approve Articles 28, 29, 45, 46 and 47 and the maps amendment related to Article 29 from the May 13, 2019 Wilbraham Annual Town Meeting.

MAURA HEALEY
ATTORNEY GENERAL

Nicole B. Caprioli

By: Nicole B. Caprioli
Assistant Attorney General
Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(508) 792-7600 ext. 4418
nicole.caprioli@state.ma.us

**2019 ANNUAL TOWN ELECTION
MAY 18, 2019**

| | | | |
|-----------------------------|--------|-------------------|------------------|
| Total Registered Voters --- | 10,495 | Voted by Precinct | Total Registered |
| Total Vote Cast ----- | 540 | Precinct A - 147 | 2701 |
| % Voted ----- | 5.15% | Precinct B - 108 | 2605 |
| | | Precinct C - 121 | 2562 |
| | | Precinct D - 164 | 2627 |

SELECTMAN - 3 YRS.

Robert J. Boilard R 395*

ASSESSOR - 3 YRS.

Roger John Roberge II R 392*

REG. SCHOOL COMMITTEE - 3 YRS.

Sean K. Kennedy D 329*

D. John McCarthy R 184

CEMETERY COMMISSIONER - 3 YRS

Sharon L. Kipetz D 278*

Robert L. Sullivan R 237

WATER COMMISSIONER - 3 YRS

Mary E. McCarthy R 247

Rik Alvarez D 270*

LIBRARY TRUSTEE - 3 YRS

James S. Jurgens R 332*

Marjorie Williams D 324*

PLANNING BOARD - 5 YRS

James E. Moore, Jr. U 305*

David A. Sanders R 204

WILB. HOUSING AUTHORITY

E. George Gordon R 244

Karen L. Rucks D 271*

ATTEST: Carole J. Tardif
Town Clerk of Wilbraham

* Denotes Winner

**VOTER REGISTRATION BY PRECINCT
(As of December 31, 2019)**

| <u>PREC</u> | <u>Rep</u> | <u>Dem</u> | <u>Unen</u> | <u>Liber.</u> | <u>Political Designations</u> | <u>Total</u> |
|--------------------|-------------|-------------|-------------|---------------|-----------------------------------|---------------|
| A | 528 | 723 | 1430 | 13 | 13 | 2727 |
| B | 495 | 672 | 1453 | 14 | 24 | 2658 |
| C | 540 | 570 | 1447 | 14 | 20 | 2591 |
| D | 492 | 671 | 1487 | 7 | 13 | 2670 |
| TOTAL: 2055 | 2636 | 5817 | 48 | 90 | | 10,646 |

VITAL STATISTICS

| BIRTHS | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| MALES | 43 | 29 | 50 | 56 | 56 |
| FEMALES | 40 | 34 | 35 | 37 | 44 |
| TOTALS | 83 | 63 | 85 | 93 | 100 |
| MARRIAGES | 41 | 49 | 46 | 58 | 45 |
| DEATHS | | | | | |
| MALES | 106 | 95 | 92 | 96 | 94 |
| FEMALES | 154 | 120 | 146 | 145 | 156 |
| TOTALS | 260 | 215 | 238 | 241 | 250 |

ATTEST: Carole J. Tardif
Town Clerk

Information and Technology (IT) Department

During 2019, much of the IT Department's time was utilized supporting the day-to-day technology needs of all Town municipal departments. The IT Department currently has 3 full time staff members (IT Director, Network Administrator and a Helpdesk/Website Support Technician). Outside consultants were leveraged to provide the extra support when needed.

Many IT Department accomplishments are below:

- Supported all Town department printers, copiers, network devices, workstations, servers, software, video, phone, radio, security and other "IT-like" systems. IT staff priority is to ensure that all Town departments maintain continuity of business operations – especially those providing public facing services.
- Continued using open source virtualization technologies to virtualize more Town servers and workstations.
- Continued operation and maintenance of wireless technology in Town buildings. Many Town buildings and properties support free wi-fi access.
- Continued maintenance and operation of the municipal building-to-building (WAN/VPN) network using fiber optic backbone paired with free and open software firewalls.
- Continued battery backup (UPS) installation, upgrades and battery maintenance in all facilities.
- Continued working with surrounding municipal and regional IT Directors to plan framework for future regionalization, mutual aid, grant application, training and other group efforts.
- Continued maintenance, upgrades and content coordination for the Town website (<http://wilbraham-ma.gov>) and other linked Internet technologies (Facebook, Twitter, Blackboard Connect [reverse 911], and others).
- Continued involvement in the design, planning, installation and maintenance of the Town's public safety and other radio communication systems.
- Continued performing memory, hard drive and component upgrades, cleanings and other maintenance to extend the useful lifespan of Town computers and network devices. Continued migrating end of life applications and operating systems to current versions.
- Continued e-waste removal from Town facilities and departments for proper re-purposing or eco-friendly recycling.
- Continued operation and monitoring of MBI fiber circuits for Town Hall and Fire HQ buildings.
- Continued operation and maintenance of IT Department emergency operations center (EOC) radio communications system. EOC system enables IT Department to monitor government communications (FD, PD, DPW) and incorporates civilian Ham radio integration. The system utilizes off-grid battery power which can be charged via grid connection or solar/other power. The system is portable and can be made mobile during emergencies.
- Continued usage of cloud/SaaS services for some departments and evaluation of feasibility and cost effectiveness of migrating other internally hosted systems to these services.
- Continued maintenance and improvements of the IT building located at 16 Main Street. The facility serves as IT staff offices and meeting space, technology inventory and archival storage, and offsite disaster recovery storage for existing data rooms located in other town buildings.
- Implemented cloud-based Town-wide voice-over-IP (VoIP) phone system. Migrated Town Hall, Library, Public Access, Recreation and IT/Facilities buildings to it.

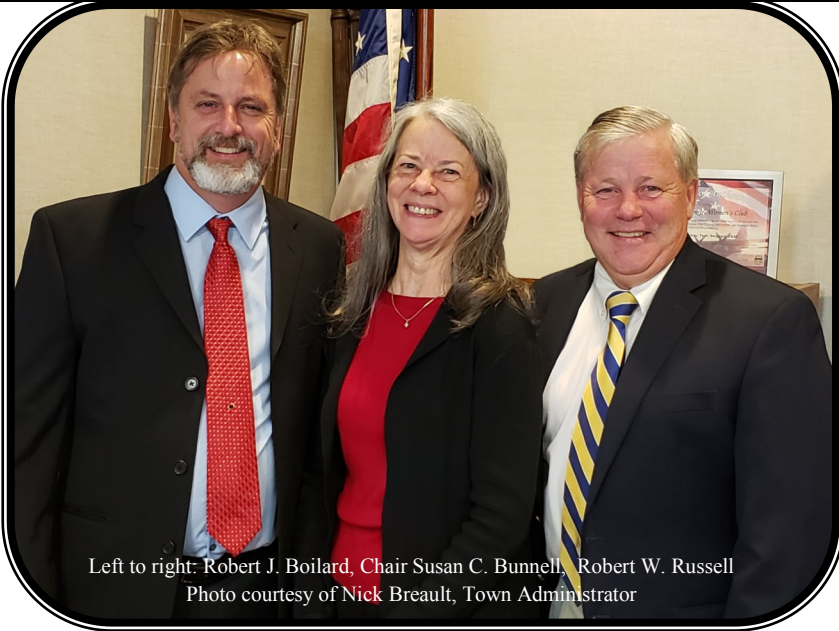
IT Department

Nathan DeLong, Director

John Sternala, Network Administrator

Wayne Wrubel, IT Support & Website Technician

Board of Selectmen



Left to right: Robert J. Boilard, Chair Susan C. Bunnell, Robert W. Russell
Photo courtesy of Nick Breault, Town Administrator

2019-2020 Liaison Assignments

Susan C. Bunnell, **Chair**

Finance Committee
Fire Department
Police Department
Water Commission
Sewer Advisory Board
Council on Aging
Open Space and Recreation Committee
Cultural Council
Capital Planning Committee
Treasurer/Collector's Office
Advisory Board of Health
Accounting Office
Engineering Dept./DPW
Wilbraham Nature and Cultural Council
Town Clerk's Office

Robert W. Russell, **Vice Chairman**

HWRSD School Committee
Cable TV Advisory Committee
Public Access TV Committee
Country Club of Wilbraham
Zoning Board of Appeals
Conservation Commission
Historical Commission
Cemetery Commission
Personnel Board
Community Preservation Committee
Broadband Advisory Committee
Sealer of Weights and Measures
IT Department

Robert J. Boilard, Clerk

Solid Waste Advisory Committee
Scantic Valley Health Trust
Commission on Disability
Planning Board
Assessor's Office
Building Department
Traffic Safety Team
Department of Veterans' Affairs
Public Library
Local Emergency Planning Committee
Playground and Recreation Commission
Economic Development Initiative Steering Committee

In May 2019, Susan C. Bunnell, Robert W. Russell, and Robert J. Boilard continued their service on the Board of Selectmen. Following the Annual Town Election, the Board of Selectmen reorganized with Susan C. Bunnell voted Chair; Robert W. Russell, Vice Chairman; and Robert J. Boilard, Clerk.

The Board of Selectmen typically meets weekly on Monday evenings, often with an Executive Session at approximately 6:00 p.m., and an Open Session at 7:00 p.m. Meetings are generally held bi-weekly during the summer months. The Selectmen approve a quarterly meeting schedule which is posted at Town Hall and on the town website. Meeting agendas are posted a minimum of 48 hours prior to scheduled meetings.

The Board of Selectmen attended to various municipal issues throughout 2019, such as formulating the Fiscal Year 2020 Budget; proposing and approving Warrant Articles for the Annual Town Meeting; appointing volunteers to various boards and committees; licensing, permitting and lease agreements; personnel matters, including appointing several new Department Heads, and addressing collective bargaining issues; disposition of surplus property; bid awards; animal control issues; utility easements and pole locations; acceptance of public ways; use of town property for public events; approving or supporting various grants, regional initiatives, etc.

The Town of Wilbraham continued to see changes in Department Head personnel. Among the appointments the Board of Selectmen made in 2019 were Michael Andrews to Fire Chief (for Chief David Bourcier); Anthony Gentile to Dispatch Supervisor (for Shirley Rae); Samuel Boyd to Director of Facilities Management (for Ron Rauscher); and Ricky Seldomridge to Animal Control Officer (for Tammy Turcotte). The Board of Selectmen anticipates continued turnover at the Department Head level in 2020, due to more retirements on the way.

The Board of Selectmen also considered and addressed the following matters in 2019:

conducted a Public Forum on a new Senior Center; signed new lease agreements with the YMCA of Greater Springfield for office space for the Senior Center and Recreation Department; adopted a revised policy for use of the Police Community Room; and negotiated a successor employment agreement with Town Administrator Nick Breault. The Board of Selectmen met on several occasions with members of the Broadband Advisory Committee,

Continued from page 21

and Jeff Christensen of Entry Point Networks, to discuss the pursuit of a municipal broadband initiative. The goal of this initiative is to one day provide an alternative source of broadband service to Town residents and businesses.

Municipal and commercial trash disposal proved to be central issues for the Town and the region. The contract that Wilbraham and most communities in the Pioneer Valley have with the Springfield Materials Recycling Facility (the MRF) to accept their municipal recycling is set to expire June 30, 2020. Communities were required to sign an agreement by early 2020 to continue receiving this service with the MRF come July 1, 2020. Unfortunately, where municipalities once received dividends for their recycling, market forces have changed. Municipalities will now have to pay significant costs for recycling disposal. In Wilbraham's case, the costs would be approximately \$35,000 annually. In 2019, USA Waste, operating a facility at 120 Old Boston Road, submitted an application to increase its capacity from 600 tons per day to 2,000 tons per day. This application process is subject to review and approval by the Town and the Massachusetts Department of Environmental Protection. A hearing on the application is anticipated sometime in mid-2020. In the meantime, the Board of Selectmen was negotiating an agreement with USA to dispose of the Town's recycling at a better price than the MRF proposed.

The Board extends their sincere appreciation to all the volunteers who serve as members on Town Boards, Committees and Commissions, and to Town employees for their exceptional and dedicated service to the Town of Wilbraham.

Board of Selectmen

Susan C. Bunnell, Chair
Robert W. Russell, Vice Chairman
Robert J. Boilard, Clerk

Town Administrator

Nick Breault

Administrative Assistant to the Town Administrator/Board of Selectmen

Heather Kmelius

| 2019 Permits and Licenses | |
|---|--------------------|
| Type of License/Permit | # Issued |
| Annual Food Establishment Permit (All types) | 76 |
| Common Victualer License | 34 |
| Cream & Milk License | 15 |
| Annual Caterer's License | 4 |
| Annual Entertainment License (Sundays) | 6 |
| Annual Entertainment License (Mondays-Saturdays) | 13 |
| Tobacco Licenses | 12 |
| Tanning Facilities | 1 |
| Auto – Class I | 2 |
| Auto – Class II | 2 |
| Roller Skating Rinks | 1 |
| Juke Boxes | 3 |
| Pool Tables | 1 |
| Amusement Devices | 7 |
| Motel, Cabins | 1 |
| Pasteurization | 1 |
| Frozen Dessert (Wholesale Mfg and Small Business Mfg Retail) | 4 |
| Pawnbrokers/Junk & Secondhand Dealers | 1 |
| New License for Above ground Storage of Flammable and Combustible Liquids, Flammable Gases and Solids | 1 |
| Annual Liquor Licenses (Section 15 and Section 12, includes transfers) | 21 |
| Temporary Food Establishment Permit | 40 |
| Temporary Entertainment License (1 Event, incl. Sundays) | 24 |
| Section 14: Special Alcohol License (1 day license and Special - Educational) | 33 |
| Seasonal Food Establishment Permit | 6 |
| Seasonal and Annual Operation of Swimming Pool License | 7 |
| Seasonal Camp License | 7 |
| Total Licenses/Permits Issued in 2019 | 323 |
| Total Revenue from Licenses/Permits in Calendar Year 2019 | \$50,228.33 |

Finance

Capital Planning Committee

The Capital Planning Committee is a five-person committee, three appointed by the Board of Selectmen and two appointed by the Finance Committee. We report to the Board of Selectmen. Members serve three-year terms. The Capital Planning Committee reviews the capital expenditures of the town by maintaining a ten-year Capital Plan. We update the plan every year. These plans are formulated by speaking to department managers of the town and evaluating their capital projects. Projects are things such as maintenance of town buildings, (including all school buildings, except Minnechaug,) vehicle/fleet management, and equipment purchases that are more than \$10,000.

Our methodology also includes open public meetings, reviewing annual requests and recommendations submitted by town departments, on-site meetings, tours of the facilities, input from citizens, and requests from the Board of Selectmen. We present the Capital Plan for review at the annual budget hearing and Town Meeting. Looking at FY 2020 (Past Year) the town approved borrowing of \$600,000 for the remodeling of public buildings & \$120,000 for Vehicles & Equipment.

Looking at FY 2021 (coming year) the committee anticipates a borrowing recommendation of \$226,000 for vehicles and equipment and \$100,000 for the remodeling of public buildings. The committee will be talking to department managers and the school staff at public meetings to better solidify final recommendations for Town Meeting.

Our committee is assisted by four very helpful town employees who attend most meetings. Town Treasurer/Collector Thomas Sullivan is a key resource for formulating a capital strategy, preparing online scenarios and helping with risk assessment. Town Accountant Nancy Johnson provides exceptional administrative support, research, and project work. Building Inspectors Lance Trevallion and Facilities & Maintenance Supervisor Ron Rauscher are great resources, monitoring and reporting about the status of ongoing projects. Their expertise in the construction area is extremely valuable.

Capital Planning Committee

Nicholas Manolakis, Chairman
Paul Kukulka, Vice Chairman
Todd Luzi
Jim Rooney
Tim Murphy

Board of Assessors

The Board of Assessors is comprised of three members each elected for a three-year term. This past year Chairman Roger J. Robege, II and board member Lawrence G. LaBarbera congratulated John M. Wesolowski on his re-election to another three year term. The daily functions of the Assessor's Office are managed by Principal Assessor Manuel D. Silva, MAA, and three staff members, Cathy A. Barnes, Katherine N. Robinson and Susan M. Redman. During the past year the staff performed interim year adjustment of all property in the Town, which is required by the Massachusetts Department of Revenue (DOR). The DOR states that all property must be within 10% of full and fair market value as of January 1st each year. After analysis of the sales transactions and the income & expense details of the commercial properties, the assessment to sale ratio showed the Town needed some adjustments. All of the work was completed in-house, cyclical inspection program continued and will continue into the current fiscal year to fulfill the DOR requirement that all properties are inspected at least once every ten years.

The Assessors and the staff have continued their responsibilities this past year relating to the Community Preservation Act, Senior Work-Off Program, Senior, Blind and Veteran Exemption Programs. All these programs allow some taxpayers, who meet certain eligibility requirements, to receive abatements on their annual taxes. The processing of the paperwork relating to exemptions for all of the programs is considerable and is ably handled by the Assessors staff.

In fiscal year 2020, the taxable value of the town for real and personal property amounts rose to \$1,761,752,600. An increase in total value due to current market conditions were required and implemented. Additionally, new construction, residential, commercial and personal property added to the Town's value. New construction, remodeling and additions added new growth in the amount of \$19,429,918 and will produce \$423,572 in new tax dollars. The Massachusetts Department of Revenue approved the tax rate for fiscal year 2020 at \$22.38 per \$1,000 of assessment. The new rate is a increase of \$.58 from last year's rate of \$21.80. This single rate applies to all classes of real and personal property in accordance with the vote of the selectmen at the classification hearing held on November 4, 2019.

In summary, our goal and primary concern is to provide the town with a professional service completed by a professional and competent staff. This will result in a fair and equitable distribution of property taxes that finance the services provided by other departments in town.

Board of Assessors

Roger J. Roberge II, Chairman
Lawrence G. LaBarbera, Assessor
John M. Wesolowski, Assessor

Assessors' Office Employees

Manuel D. Silva, MMA, Principal Assessor
Cathy A. Barnes, Assistant Administrator
Katherine N. Robinson, Sr. Administrative Clerk
Susan M. Redman, Administrative Clerk

Continued on page 24

Board of Assessors (continued)

| MASSACHUSETTS DEPARTMENT OF REVENUE DIVISION OF LOCAL SERVICES BUREAU OF ACCOUNTS | | | | Wilbraham TOWN | |
|---|---------------------------------------|---|--|--------------------------------------|--|
| TAX RATE RECAPITULATION Fiscal Year 2020 | | | | | |
| I. TAX RATE SUMMARY | | | | | |
| Ia. Total amount to be raised (from page 2, IIe) | | | | \$ 52,291,984.19 | |
| Ib. Total estimated receipts and other revenue sources (from page 2, IIIe) | | | | 12,863,961.00 | |
| Ic. Tax Levy (Ia minus Ib) | | | | \$ 39,428,023.19 | |
| Id. Distribution of Tax Rates and levies | | | | | |
| CLASS | (b) Levy percentage (from LA-5) | (c) Ic above times each percent in col (b) | (d) Valuation by class (from LA-5) | (e) Tax Rates (c) / (d) x 1000 | (f) Levy by class (d) x (e) / 1000 |
| Residential | 88.6127 | 34,938,235.91 | 1,561,137,574.00 | 22.38 | 34,938,258.91 |
| Net of Exempt | | | | | |
| Open Space | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 |
| Commercial | 7.2468 | 2,857,269.98 | 127,670,026.00 | 22.38 | 2,857,255.18 |
| Net of Exempt | | | | | |
| Industrial | 1.7434 | 687,388.16 | 30,714,500.00 | 22.38 | 687,390.51 |
| SUBTOTAL | 97.6029 | | 1,719,522,100.00 | | 38,482,904.60 |
| Personal | 2.3971 | 945,129.14 | 42,230,500.00 | 22.38 | 945,118.59 |
| TOTAL | 100.0000 | | 1,761,752,600.00 | | 39,428,023.19 |
| MUST EQUAL 1C | | | | | |
| Assessors | | | | | |
| Manuel D Silva, Principal Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 11/6/2019 8:22 AM | | | | | |
| Comment: | | | | | |
| Roger J Roberge, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 11/6/2019 1:12 PM | | | | | |
| Comment: | | | | | |
| John M. Wesolowski, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 11/6/2019 2:33 PM | | | | | |
| Comment: | | | | | |
| Lawrence G. La Barbera, Assessor, Wilbraham, msilva@wilbraham-ma.gov 413-596-2800 11/6/2019 3:34 PM | | | | | |
| Comment: | | | | | |
| Do Not Write Below This Line — For Department of Revenue Use Only | | | | | |
| Reviewed By: James Podolak | | | | | |
| Date: 11/08/2019 | | | | | |
| Approved: Deborah Wagner | | | | | |
| Director of Accounts: Mary Jane Handy | | | | | |

| TAX RATE RECAPITULATION Fiscal Year 2020 | |
|---|---------------|
| Amounts to be raised | |
| IIa. Appropriations (col.(b) through col.(g) from page 4) | 51,546,970.00 |
| IIb. Other amounts to be raised | |
| 1. Amounts certified for tax title purposes | 0.00 |
| 2. Debt and interest charges not included on page 4 | 0.00 |
| 3. Final Awards | 0.00 |
| 4. Total overlay deficit | 0.00 |
| 5. Total cherry sheet offsets (see cherry sheet 1-ER) | 22,221.00 |
| 6. Revenue deficits | 0.00 |
| 7. Offset receipts deficits Ch. 44, Sec. 53E | 0.00 |
| 8. CPA other unappropriated/unreserved | 297,326.00 |
| 9. Snow and ice deficit Ch. 44, Sec. 31D | 0.00 |
| 10. Other : | 0.00 |
| TOTAL IIb (Total lines 1 through 10) | 319,547.00 |
| IIc. State and county cherry sheet charges (C.S. 1-EC) | 187,051.00 |
| IIId. Allowance for abatements and exemptions (overlay) | 238,416.19 |
| IIe. Total amount to be raised (Total IIa through IIId) | 52,291,984.19 |
| Estimated receipts and other revenue sources | |
| IIIa. Estimated receipts - State | |
| 1. Cherry sheet estimated receipts (C.S. 1-ER Total) | 1,738,426.00 |
| 2. Massachusetts school building authority payments | 0.00 |
| TOTAL IIIa | 1,738,426.00 |
| IIIb. Estimated receipts - Local | |
| 1. Local receipts not allocated (page 3, col (b) Line 24) | 3,033,400.00 |
| 2. Offset Receipts (Schedule A-1) | 35,000.00 |
| 3. Enterprise Funds (Schedule A-2) | 4,112,144.00 |
| 4. Community Preservation Funds (See Schedule A-4) | 895,414.00 |
| TOTAL IIIb | 8,075,958.00 |
| IIIc. Revenue sources appropriated for particular purposes | |
| 1. Free cash (page 4, col (c)) | 1,868,389.00 |
| 2. Other available funds (page 4, col (d)) | 1,181,188.00 |
| TOTAL IIIc | 3,049,577.00 |
| IIId. Other revenue sources appropriated specifically to reduce the tax rate | |
| 1a. Free cash appropriated on or before June 30, 2019 | 0.00 |
| 1b. Free cash appropriated on or after July 1, 2019 | 0.00 |
| 2. Municipal light surplus | 0.00 |
| 3. Other source : | 0.00 |
| TOTAL IIId | 0.00 |
| IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId) | 12,863,961.00 |
| F. Summary of total amount to be raised and total receipts from all sources | |
| a. Total amount to be raised (from IIe) | 52,291,984.19 |
| b. Total estimated receipts and other revenue sources (from IIIe) | 12,863,961.00 |
| c. Total real and personal property tax levy (from Ic) | 39,428,023.19 |
| d. Total receipts from all sources (total IVb plus IVc) | 52,291,984.19 |

| TAX RATE RECAPITULATION | | | | |
|--------------------------------|---|---------------------------------------|--|--|
| Fiscal Year 2020 | | | | |
| LOCAL RECEIPTS NOT ALLOCATED * | | | | |
| | Receipt Type Description | (a) Actual Receipts Fiscal 2019 | (b) Estimated Receipts Fiscal 2020 | |
| ==> | 1. MOTOR VEHICLE EXCISE | 2,350,793.23 | 2,260,000.00 | |
| | 2. OTHER EXCISE | | | |
| ==> | a.Meals | 0.00 | 0.00 | |
| ==> | b.Room | 19,902.04 | 19,000.00 | |
| ==> | c.Other | 467.92 | 400.00 | |
| ==> | d.Cannabis | 0.00 | 0.00 | |
| ==> | 3. PENALTIES AND INTEREST ON TAXES AND EXCISES | 262,258.88 | 262,000.00 | |
| ==> | 4. PAYMENTS IN LIEU OF TAXES | 0.00 | 0.00 | |
| | 5. CHARGES FOR SERVICES - WATER | 0.00 | 0.00 | |
| | 6. CHARGES FOR SERVICES - SEWER | 0.00 | 0.00 | |
| | 7. CHARGES FOR SERVICES - HOSPITAL | 0.00 | 0.00 | |
| | 8. CHARGES FOR SERVICES - SOLID WASTE FEES | 0.00 | 0.00 | |
| | 9. OTHER CHARGES FOR SERVICES | 10,987.00 | 10,000.00 | |
| | 10. FEES | 33,522.00 | 33,000.00 | |
| | a.Cannabis Impact Fee | 0.00 | 0.00 | |
| | b.Community Impact Fee Short Term Rentals | 0.00 | 0.00 | |
| | 11. RENTALS | 30,189.07 | 30,000.00 | |
| | 12. DEPARTMENTAL REVENUE - SCHOOLS | 0.00 | 0.00 | |
| | 13. DEPARTMENTAL REVENUE - LIBRARIES | 9,594.19 | 9,000.00 | |
| | 14. DEPARTMENTAL REVENUE - CEMETERIES | 0.00 | 0.00 | |
| | 15. DEPARTMENTAL REVENUE - RECREATION | 0.00 | 0.00 | |
| | 16. OTHER DEPARTMENTAL REVENUE | 35,553.73 | 35,000.00 | |
| | 17. LICENSES AND PERMITS | 240,438.04 | 240,000.00 | |
| | 18. SPECIAL ASSESSMENTS | 0.00 | 0.00 | |
| ==> | 19. FINES AND FORFEITS | 22,670.44 | 22,000.00 | |
| ==> | 20. INVESTMENT INCOME | 128,427.11 | 110,000.00 | |
| ==> | 21. MEDICAID REIMBURSEMENT | 0.00 | 0.00 | |
| ==> | 22. MISCELLANEOUS RECURRING (UPLOAD REQUIRED) | 3,077.30 | 3,000.00 | |
| ==> | 23. MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED) | 213,773.73 | 0.00 | |
| | 24. Totals | 3,361,654.68 | 3,033,400.00 | |

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2020 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Nancy Johnson, Town Accountant, Wilbraham, njohnson@wilbraham-ma.gov 413-596-2800 | 11/6/2019 10:39 AM

| TAX RATE RECAPITULATION | | | | | | | | | | |
|---|-------|---|-----------------------------------|---------------------------------|---|---------------------------------------|--|--|---|--|
| Fiscal Year 2020 | | | | | | | | | | |
| APPROPRIATIONS | | | | | | | | | AUTHORIZATIONS | |
| | | | | | | | | | MEMO ONLY | |
| City/Town Council or Town Meeting Dates | FY* | (a) Total Appropriations Of Each Meeting | (b) From Raise and Appropriate | (c) From Free Cash (See B-1) | (d) From Other Available Funds (See B-2) | (e) From Offset Receipts (See A-1) | (f) From Enterprise Funds (See A-2) | (g) From Community Preservation Funds (See A-4) | (h) *** Departmental Revolving Funds | (i) Borrowing Authorization (Other) |
| 05/13/2019 | 2020 | 47,607,582.00 | 43,924,538.00 | 0.00 | 919,288.00 | 35,000.00 | 2,130,668.00 | 598,088.00 | 51,000.00 | 720,000.00 |
| 05/13/2019 | 2020 | 2,804,874.00 | 0.00 | 1,302,311.00 | 20,000.00 | 0.00 | 1,482,563.00 | 0.00 | 0.00 | 0.00 |
| 05/13/2019 | 2020 | 503,436.00 | 0.00 | 0.00 | 176,900.00 | 0.00 | 326,536.00 | 0.00 | 0.00 | 0.00 |
| 05/13/2019 | 2019 | 631,078.00 | 0.00 | 566,078.00 | 65,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total | 51,546,970.00 | 43,924,538.00 | 1,868,389.00 | 1,181,188.00 | 35,000.00 | 3,939,767.00 | 598,088.00 | | |

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2019 or fiscal 2020.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source. Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Carole J Tardif, Town Clerk, Wilbraham, ctardif@wilbraham-ma.gov 413-596-2800 | 10/9/2019 1:40 PM

Comment: use

Finance Committee

Nine members from our community are appointed by the Board of Selectmen to advise and make recommendations to town meeting on the annual budget and other areas of finance. Each member serves as a liaison to one or more departments. The liaison's role is to meet with department heads and learn more about the specific needs of that department.

The budget preparation season begins in the fall and the committee begins meeting on a weekly basis in January until early April to review budget requests, meet collectively with department heads, and then prioritize requests with available funds.

Wilbraham continues to be in a strong financial position. Our free cash was certified at \$2.3 million dollars and at last year's Annual Town Meeting an additional \$1,035,000 was appropriated into the Stabilization Funds bringing the total to \$4.43Million.

The Reserve Fund, which can only be used for extraordinary and unforeseen expenses, had a balance of \$250,000, from which \$141,685 was expended to fund various unforeseen expenses.

We are continuing to make contributions into the Other Post Employment Benefit Trust Fund to reduce unfunded liability. The Finance Committee would like to thank Nancy Johnson, our Town Accountant and Tom Sullivan, our Assistant Town Administrator of Budgeting/ Finance/Town Collector /Town Treasurer. Their knowledge, expertise and diligence has been invaluable to the Finance Committee's work they are responsible for maintaining Wilbraham's strong financial position.

Respectfully submitted by
Carolyn Brennan, Chairman
Tim Murphy, Vice Chairman
Marc Ducey
Anna Levine
Mike Mazzuca
Todd Luzi
Kevin Corridan
Mark Manolakis

Town Accountant

The Accounting Department's main responsibility is maintaining the financial records of the town. We insure the "books" are in balance at the end of each month and ready for closing at the end of the fiscal year. The Accounting Department provides the Department of Revenue, Division of Local Services with the information they need, to in turn, provide the town with a "free cash" figure at year end. The term "Free Cash" is also referred to as unappropriated fund balance and is a factor in every budget cycle. The "free cash" calculation includes surplus revenue, unexpended appropriations, balance from prior year free cash not appropriated and outstanding property taxes. The free cash figure for FY2019 was \$2,315,744 and will be available for appropriation in FY2021 which will be voted at the 2020 Town Meeting. The town's policy is non-recurring revenues should only be used in support of non-recurring expenses or to build reserves.

The DOR also processes Retained Earnings for the town's Enterprise Funds. The Retained Earnings certified at the end of FY2019 were: Water \$210,972, Wastewater \$71,560, and Solid Waste \$32,222. The Enterprise Funds can also appropriate at the Annual Town Meeting, the retained earnings for their future budget purposes if they choose.

There are several documents on the Town of Wilbraham website on the Accounting Department page. They include the FY2020 Budget, FY2019 Estimated Receipts, the FY2020 Budget Recap and the FY2019 Unaudited Balance Sheet.

Every year the Town of Wilbraham will have an independent audit of the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. The Annual Financial Statements prepared by Melanson and Heath are available in the Accounting Department.

Assistant Town Accountant Diane Hamakawa is responsible for processing the weekly payroll which includes maintaining all payroll related data bases for earnings, deductions and employee maintenance files. Diane also reconciles the monthly cash accounts with the Treasurer's Office. Diane takes the minutes for the Finance Committee and the Capital Planning Committee meetings.

Staff Accountant Krys Viess joined the Accounting Department in FY2019. Krys processes all vendor payments for the departments. She checks all vendor bills for pertinent information as well as checking all calculations for accuracy. Krys processes over 6,000 vendor bills in the course of a year.

During the year, we attend the Massachusetts Auditors & Accountants Association School at the University of Massachusetts. This is a three day event that brings us up to date on any new Massachusetts Municipal Laws. We are also brought up to date on any changes in the UMAS Accounting System. The continuing education is always helpful to the department. We also attend various Western Massachusetts Auditors & Accountants Association meetings during the year. We always try to stay abreast of any changes that may occur in the municipal accounting field.

I would like to thank my staff, Assistant Town Accountant Diane Hamakawa and Staff Accountant Krystine Viess, for doing an outstanding job. It is greatly appreciated.

In closing, I would like to thank the Board of Selectmen for their ongoing support and all of our department directors for their continued cooperation.

Respectfully submitted by,
Nancy Johnson, Town Accountant



| TOWN OF WILBRAHAM (UNAUDITED BALANCE SHEET) | | | | | | | | | |
|--|-----------------------|----------------------------|-----------------------------|-----------------------------------|-------------------------------------|--------------------------------------|------------------------|--|--|
| Combined Balance Sheet - All Types and Account Group FY2019 | | | | | | | | | |
| | General Funds | Government Special Revenue | Fund Types Capital Projects | Proprietary Fund Types Enterprise | Fiduciary Fund Types Trust & Agency | Account Group General Long Term Debt | Totals Memorandum Only | | |
| Assets | | | | | | | | | |
| Cash & Cash Equivalents | 4,747,056.27 | 3,448,599.20 | 370,147.03 | 1,757,460.02 | 211,678.59 | | 10,534,941.11 | | |
| Restricted Cash | | | | | 5,589,299.51 | | 5,589,299.51 | | |
| Receivables: | | | | | | | | | |
| Property Taxes | 1,028,506.05 | | | | | | 1,028,506.05 | | |
| Tax Liens | 693,315.40 | | | | | | 693,315.40 | | |
| Excise | 169,407.94 | 15,349.80 | | | | | 169,407.94 | | |
| Community Preservation Act Taxes Receivable | | | | | | | 15,349.80 | | |
| Utilities | | | | 2,584,898.88 | | | 2,584,898.88 | | |
| Special Assessments | 31,018.47 | | | | | | 31,018.47 | | |
| Other | 23,844.46 | 332,658.65 | | | | | 356,503.11 | | |
| Due from Other Governments | 182,093.20 | | | | | | 182,093.20 | | |
| Taxes in Possession | 170,308.83 | | | | | | 170,308.83 | | |
| Amt to be Provided for BANS | | | 1,037,000.00 | | | | 1,037,000.00 | | |
| Amt to be Provided for Retirement of General Long Term Obligations | | | | | | 10,101,688.00 | 10,101,688.00 | | |
| Other Amounts to be Provided | | | | | | 1,309,739.06 | 1,309,739.06 | | |
| TOTAL ASSETS | \$7,045,550.62 | \$3,796,607.65 | \$1,407,147.03 | \$4,342,358.90 | \$5,800,978.10 | \$11,411,427.06 | \$33,804,069.36 | | |
| Liabilities & Fund Equity | | | | | | | | | |
| Liabilities: | | | | | | | | | |
| Pre-Paid Taxes | 77,759.54 | | | | | | 77,759.54 | | |
| Reserved for Abatements & Exemptions | 273,182.96 | | | | | | 273,182.96 | | |
| Deferred Revenue | 1,912,187.39 | 348,008.45 | | 2,584,898.88 | | | 4,845,094.72 | | |
| Performance Bonds | | | | | 429,809.84 | | 429,809.84 | | |
| General Obligation Bonds | | | | | | | 0.00 | | |
| Accrued Compensated Absences | | | | | | | 0.00 | | |
| BAN'S Payable | | | 1,037,000.00 | | | | 1,037,000.00 | | |
| TOTAL LIABILITIES | 2,263,129.89 | 348,008.45 | 1,037,000.00 | 2,584,898.88 | 429,809.84 | - | 6,662,847.06 | | |
| Fund Equity: | | | | | | | | | |
| Retained Earnings: | | | | | | | | | |
| Unreserved | | | | | | | 0.00 | | |
| Fund Balance: | | | | | | | | | |
| Reserved for Encumbrances | 745,220.41 | 197,879.32 | | 148,152.59 | | | 1,091,252.32 | | |
| Reserved for Reduction of future excluded debt | 93,519.03 | | | 791,874.05 | | | 885,393.08 | | |
| Reserved for Expenditures | 1,302,311.00 | 1,999,752.17 | 370,147.03 | 492,615.00 | | 11,411,427.06 | 15,576,232.26 | | |
| Reserved for Debt Payment | | | | | | | 0.00 | | |
| Unreserved, Undesignated | 2,641,370.29 | 655,180.33 | | 324,818.38 | | | 3,621,369.00 | | |
| Restricted Fund Balance | | 595,787.38 | | | 5,371,168.26 | | 5,966,955.64 | | |
| TOTAL EQUITY | 4,782,420.73 | 3,448,599.20 | 370,147.03 | 1,757,460.02 | 5,371,168.26 | 11,411,427.06 | 27,141,222.30 | | |
| TOTAL LIABILITIES & FUND EQUITY | \$7,045,550.62 | \$3,796,607.65 | \$1,407,147.03 | \$4,342,358.90 | \$5,800,978.10 | \$11,411,427.06 | \$33,804,069.36 | | |

| FY2019 GENERAL AND ENTERPRISE FUND EXPENDITURES | | | | | | |
|---|---------------------------------|---------------|---------------------|-----------------|-------------------|----------------|
| | DEPARTMENT | FY2019 BUDGET | FY2019 TRANS IN/OUT | FY2019 EXPENDED | FY2019 ENCUMBERED | FY2019 SURPLUS |
| 111 | LEGAL EXPENSES | 150,000.00 | | 147,041.20 | 2,000.00 | 958.80 |
| 113 | TOWN MEETING SALARIES | 30,062.00 | | 24,540.44 | | 5,521.56 |
| 113 | TOWN MEETING EXPENSES | 11,455.00 | | 10,516.80 | | 938.20 |
| 113 | TOTAL DEPT. | 41,517.00 | 0.00 | 35,057.24 | 0.00 | 6,459.76 |
| 122 | SELECTMEN SALARIES | 457,404.00 | (36,914.00) | 283,571.99 | | 136,918.01 |
| 122 | SELECTMEN EXPENSES | 52,257.00 | 17,000.00 | 47,939.67 | 8,377.00 | 12,940.33 |
| 122 | TOTAL DEPT | 509,661.00 | (19,914.00) | 331,511.66 | 8,377.00 | 149,858.34 |
| 123 | SELECTMEN NON-RECURRING | 50,000.00 | | 8,848.10 | 41,000.00 | 151.90 |
| 131 | RESERVE FUND | 250,000.00 | (142,610.00) | | | 107,390.00 |
| 134 | ACCOUNTING SALARIES | 184,117.00 | | 181,793.40 | | 2,323.60 |
| 134 | ACCOUNTING EXPENSES | 35,725.00 | | 28,595.86 | 2,500.00 | 4,629.14 |
| 134 | TOTAL DEPT. | 219,842.00 | 0.00 | 210,389.26 | 2,500.00 | 6,952.74 |
| 137 | ASSESSORS SALARIES | 205,309.00 | 900.00 | 205,442.97 | | 766.03 |
| 137 | ASSESSORS EXPENSES | 19,125.00 | | 18,077.57 | 1,476.00 | (428.57) |
| 137 | ASSESSORS NON-RECURRING | 10,000.00 | | 9,465.00 | | 535.00 |
| 137 | TOTAL DEPT. | 234,434.00 | 900.00 | 232,985.54 | 1,476.00 | 872.46 |
| 138 | TREAS/COLL SALARIES | 227,872.00 | 915.00 | 227,917.13 | | 869.87 |
| 138 | TREAS/COLL EXPENSES | 55,853.00 | | 45,012.10 | 10,000.00 | 840.90 |
| 138 | TOTAL DEPT. | 283,725.00 | 915.00 | 272,929.23 | 10,000.00 | 1,710.77 |
| 154 | INFORMATION TECH SALARIES | 247,546.00 | | 246,596.48 | | 949.52 |
| 154 | INFORMATION TECH EXPENSES | 239,884.00 | | 222,058.54 | 17,000.00 | 825.46 |
| | INFORMATION TECH NON-RECURRING | | | | | 0.00 |
| 154 | TOTAL DEPT. | 487,430.00 | 0.00 | 468,655.02 | 17,000.00 | 1,774.98 |
| 161 | TOWN CLERK SALARIES | 140,462.00 | | 118,250.34 | | 22,211.66 |
| 161 | TOWN CLERK EXPENSES | 4,368.00 | | 3,793.33 | | 574.67 |
| 161 | TOTAL DEPT. | 144,830.00 | 0.00 | 122,043.67 | | 22,786.33 |
| 163 | REGISTRARS SALARIES | 9,808.00 | | 4,398.50 | | 5,409.50 |
| 163 | REGISTRARS EXPENSES | 5,165.00 | | 4,481.69 | | 683.31 |
| 163 | TOTAL DEPT. | 14,973.00 | 0.00 | 8,880.19 | 0.00 | 6,092.81 |
| 171 | CONSERVATION EXPENSES | 9,106.00 | | 6,007.10 | 2,900.00 | 198.90 |
| 179 | PLANNING SALARIES | 107,200.00 | | 98,554.90 | | 8,645.10 |
| 179 | PLANNING EXPENSES | 6,550.00 | | 3,524.11 | 235.00 | 2,790.89 |
| 179 | TOTAL DEPT. | 113,750.00 | 0.00 | 102,079.01 | 235.00 | 11,435.99 |
| 191 | FACILITY MAINTENANCE SALARIES | 73,997.00 | | 73,713.12 | | 283.88 |
| 191 | FACILITY MAINTENANCE EXPENSES | 142,722.00 | 16,000.00 | 156,318.26 | | 2,403.74 |
| | FACILITY MAINTENANCE NON-RECURR | 50,000.00 | | 35,484.05 | | 14,515.95 |
| 191 | TOTAL DEPT. | 266,719.00 | 16,000.00 | 265,515.43 | 0.00 | 17,203.57 |
| 192 | TOWN PROPS. EXPENSES | 392,740.00 | (38,800.00) | 277,199.03 | | 76,740.97 |
| | MEMORIAL SCH MAINTENANCE | 50,000.00 | 7,000.00 | 54,740.35 | | 2,259.65 |
| 192 | TOTAL DEPT. | 442,740.00 | (31,800.00) | 331,939.38 | 0.00 | 79,000.62 |
| 193 | GENERAL INSURANCE EXPENSE | 519,500.00 | | 438,040.49 | 10,000.00 | 71,459.51 |
| 194 | GROUP INSURANCE EXPENSE | 1,502,957.00 | (34,000.00) | 1,332,743.84 | | 136,213.16 |
| 194 | TOTAL DEPT | 1,502,957.00 | (34,000.00) | 1,332,743.84 | | 136,213.16 |
| 196 | TOWN REPORTS | 1,836.00 | | 1,150.00 | | 686.00 |
| 197 | SURETY BONDS | 1,600.00 | | 1,577.50 | | 22.50 |
| 198 | PENSIONS EXPENSES | 2,007,595.00 | | 2,007,595.00 | | 0.00 |
| 199 | TOWN OFFICE EXPENSES | 90,000.00 | | 45,915.12 | | 44,084.88 |
| 199 | TOTAL DEPT. | 90,000.00 | 0.00 | 45,915.12 | 0.00 | 44,084.88 |
| 210 | POLICE DEPT. SALARIES | 2,327,304.00 | | 2,246,489.40 | | 80,814.60 |
| 210 | POLICE DEPT. EXPENSES | 206,558.00 | | 175,936.29 | 3,000.00 | 27,621.71 |
| 211 | POLICE NON-RECURRING | 80,000.00 | | 79,912.81 | | 87.19 |
| 210 | TOTAL DEPT. | 2,613,862.00 | 0.00 | 2,502,338.50 | 3,000.00 | 108,523.50 |

| | | | | | | |
|-----|------------------------------|----------------------|-------------|----------------------|-------------------|---------------------|
| 220 | FIRE DEPT. SALARIES | 1,839,348.00 | 60,000.00 | 1,850,311.32 | | 49,036.68 |
| 220 | FIRE DEPT. EXPENSES | 156,228.00 | 6,000.00 | 124,577.51 | | 37,650.49 |
| 220 | TOTAL DEPT. | 1,995,576.00 | 66,000.00 | 1,974,888.83 | 0.00 | 86,687.17 |
| 225 | PUBLIC SAFETY COMMUNICATIONS | 14,400.00 | | 14,400.00 | | 0.00 |
| 240 | DISPATCH SALARIES | 473,624.00 | 25,769.00 | 481,181.80 | | 18,211.20 |
| 240 | DISPATCH EXPENSES | 11,403.00 | | 7,745.76 | | 3,657.24 |
| 240 | TOTAL DEPT. | 485,027.00 | 25,769.00 | 488,927.56 | 0.00 | 21,868.44 |
| 251 | INSPECTORS SALARIES | 155,890.00 | 1882.00 | 157,183.38 | | 588.62 |
| 251 | INSPECTORS EXPENSES | 6,600.00 | | 3,860.20 | 300.00 | 2,439.80 |
| 251 | TOTAL DEPT. | 162,490.00 | 1882.00 | 161,043.58 | | 3,328.42 |
| 254 | SEALER WGTS SALARIES | 6,536.00 | | 6,510.92 | | 25.08 |
| 254 | SEALER WGTS EXPENSES | 2,171.00 | | 1,323.21 | | 847.79 |
| 254 | TOTAL DEPT. | 8,707.00 | 0.00 | 7,834.13 | | 872.87 |
| 291 | CIVIL DEFENSE EXPENSES | 11,700.00 | | 11,699.71 | | 0.29 |
| 292 | DOG OFFICER SALARIES | 20,988.00 | 835.00 | 21,749.69 | | 73.31 |
| 292 | DOG OFFICER EXPENSES | 5,012.00 | 700.00 | 5,556.99 | | 155.01 |
| 292 | TOTAL DEPT. | 26,000.00 | 1535.00 | 27,306.68 | - | 228.32 |
| 294 | TREE WARDEN SALARIES | 10,523.00 | | 10,481.64 | | 41.36 |
| 294 | TREE WARDEN EXPENSES | 54,329.00 | | 53,064.22 | | 1,264.78 |
| 294 | TOTAL DEPT. | 64,852.00 | 0.00 | 63,545.86 | 0.00 | 1,306.14 |
| 296 | INSECT CONTROL SALARIES | 2,990.00 | | 2,975.44 | | 14.56 |
| 296 | INSECT CONTROL EXPENSES | 5,159.00 | | 1,900.00 | | 3,259.00 |
| 296 | TOTAL DEPT. | 8,149.00 | 0.00 | 4,875.44 | | 3,273.56 |
| 301 | REGIONAL SCHOOL ASSESSMENT | 24,866,218.00 | | 24,866,216.31 | | 1.69 |
| 410 | ENGINEERING SALARIES | 176,834.00 | 372.00 | 176,529.99 | | 676.01 |
| 410 | ENGINEERING EXPENSES | 67,650.00 | | 59,221.78 | 8,000.00 | 428.22 |
| 410 | TOTAL DEPT. | 244,484.00 | 372.00 | 235,751.77 | 8,000.00 | 1,104.23 |
| 420 | HIGHWAY SALARIES | 630,601.00 | 35,000.00 | 621,259.07 | | 44,341.93 |
| 420 | HIGHWAY EXPENSES | 948,910.00 | 60,675.00 | 978,336.67 | 30,000.00 | 1,248.33 |
| 420 | TOTAL DEPT. | 1,579,511.00 | 95,675.00 | 1,599,595.74 | 30,000.00 | 45,590.26 |
| 511 | SANITARIAN SALARIES | 12,324.00 | | 12,027.60 | | 296.40 |
| 511 | SANITARIAN EXPENSES | 680.00 | | 654.74 | | 25.26 |
| 511 | TOTAL DEPT. | 13,004.00 | 0.00 | 12,682.34 | | 321.66 |
| 541 | C.O.A. SALARIES | 138,258.00 | 57.00 | 136,119.40 | | 2,195.60 |
| 541 | C.O.A. EXPENSES | 11,750.00 | | 9,592.22 | 550.00 | 1,607.78 |
| 541 | TOTAL DEPT. | 150,008.00 | 57.00 | 145,711.62 | 550.00 | 3,803.38 |
| 543 | VETERANS SALARIES | 48,551.00 | | 48,109.65 | | 441.35 |
| 543 | VETERANS EXPENSES | 108,020.00 | | 90,506.07 | | 17,513.93 |
| 543 | TOTAL DEPT. | 156,571.00 | - | 138,615.72 | 0.00 | 17,955.28 |
| 591 | CEMETERIES EXPENSES | 30,972.00 | | 30,972.00 | | 0.00 |
| 591 | TOTAL DEPT. | 30,972.00 | 0.00 | 30,972.00 | 0.00 | 0.00 |
| 610 | LIBRARY SALARIES | 486,331.00 | | 439,094.23 | | 47,236.77 |
| 610 | LIBRARY EXPENSES | 240,075.00 | | 238,754.28 | | 1,320.72 |
| 610 | TOTAL DEPT. | 726,406.00 | 0.00 | 677,848.51 | 0.00 | 48,557.49 |
| 620 | RECREATION SALARIES | 274,262.00 | 7,019.00 | 279,164.60 | | 2,116.40 |
| 620 | RECREATION EXPENSES | 76,265.00 | 12,200.00 | 88,419.09 | | 45.91 |
| 620 | RECREATION NON-RECURRING | | | | | 0.00 |
| 620 | TOTAL RECREATION DEPT | 350,527.00 | 19,219.00 | 367,583.69 | | 2,162.31 |
| 650 | HISTORICAL EXPENSES | 3,000.00 | | 166.00 | 2,800.00 | 34.00 |
| 690 | PUBLIC ACCESS | 15,000.00 | | 14,942.20 | | 57.80 |
| 700 | DEBT | 1,053,000.00 | | 1,051,911.50 | | 1,088.50 |
| 702 | INTEREST ON DEBT | 266,758.00 | | 265,757.00 | | 1,001.00 |
| 801 | SPECIAL ARTICLES | 566,078.00 | | 42,576.00 | | 523,502.00 |
| | TOTAL GENERAL FUND | 42,754,515.00 | 0.00 | 41,078,094.67 | 139,838.00 | 1,536,582.33 |

| | | | | | |
|--------------------------------|---------------|-------------|---------------|------------|--------------|
| WASTEWATER SALARIES | 243,085.00 | (15,000.00) | 221,592.48 | | 6,492.52 |
| WASTEWATER EXPENSES | 985,649.00 | 15,000.00 | 984,414.46 | 16,000.00 | 234.54 |
| INTERFUND TRANSFERS | 58,229.00 | | 58,229.00 | | 0.00 |
| TOTAL DEPT. | 1,286,963.00 | 0.00 | 1,264,235.94 | 16,000.00 | 6,727.06 |
| WASTEWATER SPECIAL ARTICLES | 115,000.00 | | 69,456.71 | | 45,543.29 |
| WATER SALARIES | 412,748.00 | 15,000.00 | 409,432.68 | | 18,315.32 |
| WATER EXPENSES | 1,503,716.00 | | 1,398,907.64 | 20,000.00 | 84,808.36 |
| INTERFUND TRANSFERS | 107,592.00 | | 107,592.00 | | 0.00 |
| TOTAL DEPT | 2,024,056.00 | | 1,915,932.32 | 20,000.00 | 103,123.68 |
| WATER SPECIAL ARTICLES | 208,389.00 | (15,000.00) | 101,779.70 | | 91,609.30 |
| SOLID WASTE SALARIES | 161,616.00 | | 149,746.22 | | 11,869.78 |
| SOLID WASTE EXPENSES | 207,980.00 | | 166,493.04 | | 41,486.96 |
| INTERFUND TRANSFERS | 15,115.00 | | 15,115.00 | | 0.00 |
| TOTAL DEPT. | 384,711.00 | 0.00 | 331,354.26 | 0.00 | 53,356.74 |
| SOLID WASTE SPECIAL ARTICLES | 4,000.00 | | - | | 4,000.00 |
| TOTAL ENTERPRISES | 4,023,119.00 | 0.00 | 3,682,758.93 | 36,000.00 | 304,360.07 |
| TOTAL EXP GEN & ENTERPRISE FDS | 46,777,634.00 | 0.00 | 44,760,853.60 | 175,838.00 | 1,840,942.40 |

Town Collector/Treasurer's Office

The Collector / Treasurer's Office is responsible for the financial administration of all municipal funds, including cash flow analysis, all aspects of debt management, collection and reconciliation of receivables and cash, tax titles, payroll, trust funds, performance bonds, preparation of various fiscal reports and compliance with applicable federal and state laws. The department also oversees the administration of employee benefits in retirement, the deferred compensation 457 plan, and the Section 125 Cafeteria plan. As Treasurer of the Town of Wilbraham, I also serve as the financial advisor to the Capital Planning Committee and forecast local receipts for the budget process, in addition to planning, designing, developing, and implementing new computerized applications for the Treasurer's Office, Collector's Office and other various departments. I am also the Tax Title Custodian for the Town of Wilbraham. The Tax Title Custodian is charged with the care, custody, management and control of all property acquired by the foreclosure of tax titles.

The Collector / Treasurer's office is also responsible for the timely billing and collection of 95% of the Town of Wilbraham operating revenues. This equates to the issuance of approximately 50,000 bills annually. The department also functions as the disbursing agent for the Town of Wilbraham and issues in excess of 16,000 payroll and accounts payable payments annually.

The goal of the Treasurer / Collector's Office is to perform the duties required by the Town in an efficient and courteous manner. This goal requires teamwork to accomplish and would not be possible without the efforts of a great and friendly staff. I wish to thank Lynne, Janet, and Amy for their outstanding customer service and the work that they do for the Town.

I also wish to thank the residents of Wilbraham, the Board of Selectmen, the Finance Committee, the Capital Planning Committee and other boards and departments for their continued support and cooperation. Lastly, if you have any questions about the department or its operations, please feel free to stop in and say "Hi" or call me at 596 - 2800. EXT 130 You can also check us out on the web at www.wilbraham-ma.gov.

Respectfully submitted,
 Thomas P. Sullivan CMMC, CMMT
 Assistant Town Administrator for Budget and Finance / Treasurer / Collector



Photo courtesy of Melissa Graves

| TOWN OF WILBRAHAM | | |
|-----------------------------------|-----------------------------------|---------------|
| BANK BALANCES AS OF JUNE 30, 2019 | | |
| | | |
| CITIZENS | PARKS & RECREATION | 112,982.75 |
| CITIZENS | PAYROLL ACCOUNT | 0.00 |
| CITIZENS | POLICE BUILDING FUND | 0.00 |
| CITIZENS | RECREATION DEPARTMENT | 31,686.92 |
| CITIZENS | GENERAL FUND | 108,773.93 |
| COUNTRY BANK MONEY MARKET | GENERAL FUND | 580,595.13 |
| MMDT | CONSERVATION | 28,614.23 |
| MMDT | GENERAL | 1,988,562.35 |
| MMDT | STABILIZATION | 0.00 |
| MMDT | STABILIZATION-CAPITAL PROJECTS | 0.00 |
| MMDT | PEAK ROAD FUND | 0.00 |
| MMDT | DEACON WARRINER SCH FUND | 0.00 |
| MMDT | CHLOE BLISS STEBBINS FUND CHARITY | 0.00 |
| MMDT | TERCENTARY OBSERVANCE FUND | 0.00 |
| MMDT | SOLDIERS MONUMENT PK FUND | 0.00 |
| MMDT | CRANE PARK MEMORIAL FUND | 3,855.15 |
| MONSON SAVING BANK | GENERAL FUND | 625,622.74 |
| MONSON SAVING BANK | GENERAL FUND/NEW RATE | 2,007,733.48 |
| NEWBURYPORT BANK MM | GENERAL FUND | 2,008,093.09 |
| PEOPLES SAVING BANK | GENERAL FUND | 347,486.48 |
| PEOPLES SAVING BANK | DEBT CARD ACCOUNT | 3,000.00 |
| PEOPLES SAVING BANK | STABILIZATION | 0.00 |
| PEOPLES SAVING BANK | DEA ASSET FUND | 4,974.87 |
| PEOPLES SAVING BANK | POLICE DRUG TRUST | 33,410.99 |
| PEOPLES SAVING BANK | COMMUNITY PRES ACT FUND | 1,218,629.24 |
| PEOPLES SAVING BANK | STABILIZATION-CAPITAL PROJECTS | 0.00 |
| PEOPLES SAVING BANK | 250TH ANNIVERSARY FUND | 0.00 |
| PEOPLES SAVING BANK | TRUST FUNDS | 7,698.73 |
| PEOPLES SAVING BANK | CEMETERY TRUST | 17,211.33 |
| PEOPLES UNITED | GENERAL | 3,225.08 |
| TD BANKNORTH | VENDOR | 1,765,152.68 |
| TD BANKNORTH | CULTURAL COUNCIL | 6,822.32 |
| TD BANKNORTH | MONEY MARKET | 0.00 |
| UNIBANK | GENERAL FUND | 455,291.90 |
| UNIBANK AMBULANCE RCPTS | AMBULANCE ONLINE RECEIPTS | 6,135.90 |
| UNITED BANK | CEMETERY TRUST | 0.00 |
| UNITED BANK | SCHOOL LOT FUND | 0.00 |
| UNITED BANK | O.P.E.B. LIABILITY TRUST FUND | 0.00 |
| UNITED BANK | CHLOE BLISS STEBBINS FUND-LIBRARY | 0.00 |
| UNITED BANK | GENERAL FUND | 0.00 |
| | | |
| | | |
| TOTAL BANK ACCOUNTS | | 11,365,559.29 |
| CERTIFICATE OF DEPOSITS | | 0.00 |
| | O.P.E.B. LIABILITY TRUST FUND | 1,720,118.65 |
| | STABILIZATION ACCOUNT | 2,368,698.80 |
| | CAPITAL STABILIZATION ACCOUNT | 1,027,672.22 |
| | CEMETERY TRUST FUND | 43,000.00 |
| | | |
| TOTAL CASH | | 16,525,048.96 |
| | | ===== |
| | | |
| | BANK ACCOUNTS | 11,365,559.29 |
| | CERTIFICATE OF DEPOSITS | 5,159,489.67 |
| | | |
| | TOTAL CASH BALANCE | 16,525,048.96 |
| | | |
| | BANK ACCOUNTS DIFF | 0.00 |

Treasurer/Collector FY19 Debt Service Report

[illegible]

Treasurer/Collector FY19 Cemetery Report

| STATEMENT OF TRUST FUNDS FY | | | | | | | |
|---|----------------------|--|---------------------|---------------------------------|---------------------|----------------------------|-------------------------|
| 2019 | | | | | | | |
| | BALANCE 30-Jun-18 | EXPENDABLE 30-Jun-18 | NEW FY 2019 | INTEREST & DIVIDENDS FY 2019 | EXPENSES FY 2019 | BALANCE 30-Jun-19 | EXPENDABLE 6/30/2019 |
| TOTAL CEMETERIES | \$57,258.31 | \$12,817.00 | \$1,000.00 | \$1,953.02 | \$0.00 | \$60,211.33 | \$14,770.02 |
| THE VALUE OF STOCK DONATED BY ETHELBERT BLISS AS OF JUNE 30, 2019 | | | | | | | |
| NAME | SHARES | PRICE | VALUE | NAME | SHARES | PRICE | VALUE |
| | 0 | \$15.40 | \$0.00 | COMCAST CORP. (CMCSA) | 54 | \$32.62 | \$1,761.48 |
| ATT (T) | 360 | \$31.62 | \$11,383.20 | CENTURY LINK (CTL) | 6 | \$18.64 | \$111.84 |
| FRONTIER COMMUNICATIONS (FTR) | 1.33 | \$5.36 | \$7.13 | | | | |
| VERIZON (VZ) | 97 | \$49.73 | \$4,824.14 | VODAFONE (VOD) | 28 | \$24.81 | \$694.68 |
| | | | | | | | |
| | | | TOTAL VALUE | TOTAL VALUE | | \$18,782.47 | |
| | | | | | | | |
| MISC FUNDS IN TRUST FOR | PRINCIPAL AMOUNT | MISC FUNDS IN TRUST FOR | PRINCIPAL AMOUNT | MISC FUNDS IN TRUST FOR | PRINCIPAL AMOUNT | MISC FUNDS IN TRUST FOR | PRINCIPAL AMOUNT |
| PEAKE ROAD | \$434.90 | CHLOE B. STEBBINS (LIBRARY) | \$100.00 | | | | |
| SCHOOL LOT FUND | \$641.74 | TERCENTARY OBSERVANCE | \$250.00 | | | | |
| SOLDERS' MONUMENT | \$1,000.00 | DEACON WARRINER SCHOOL | \$667.00 | | | | |
| | | CHLOE B. STEBBINS (POOR FUND) | \$100.00 | | | | |
| | | | | | | | |
| | | TOTAL MISC NON-EXPENDABLE TRUST AMOUNT | | | | \$3,193.64 | |
| | | | | | | | |
| | BALANCE 30-Jun-18 | EXPENDABLE 30-Jun-18 | INTEREST FY 2019 | | EXPENSES FY 2019 | BALANCE 6/30/2019 | EXPENDABLE 6/30/2019 |
| MISCELLANEOUS | | | | | | | |
| PEAKE ROAD | \$1,363.98 | \$929.08 | \$3.40 | | \$0.00 | \$1,367.38 | \$932.48 |
| SCHOOL LOT FUND | \$805.53 | \$163.79 | \$2.00 | | \$0.00 | \$807.53 | \$165.79 |
| SOLDERS' MONUMENT | \$1,394.33 | \$394.33 | \$3.52 | | \$0.00 | \$1,397.85 | \$397.85 |
| CHLOE B. STEBBINS (POOR FUND) | \$1,742.79 | \$1,642.79 | \$4.34 | | \$0.00 | \$1,747.13 | \$1,647.13 |
| CHLOE B. STEBBINS (LIBRARY) | \$101.34 | \$1.34 | \$0.24 | | \$0.00 | \$101.58 | \$1.58 |
| TERCENTARY OBSERVANCE | \$1,434.48 | \$1,184.48 | \$3.60 | | \$0.00 | \$1,438.08 | \$1,188.08 |
| DEACON WARRINER SCHOOL | \$837.09 | \$170.09 | \$2.09 | | \$0.00 | \$839.18 | \$172.18 |
| | | | | | | | |
| TOTAL MISCELLANEOUS | \$7,679.54 | \$4,485.90 | \$19.19 | | \$0.00 | \$7,698.73 | \$4,505.09 |
| | | | | | | | |
| TOTAL CEMETERIES AND MISCELLANEOUS | \$64,937.85 | \$17,302.90 | \$1,019.19 | | \$0.00 | \$67,910.06 | \$19,275.11 |
| | | | | | | | |
| | | | INTEREST | TRANSFERS IN | TRANSFERS OUT | | EXPENDABLE 6/30/2019 |
| STABILIZATION FUND | | \$2,284,199.18 | \$34,499.62 | \$50,000.00 | \$0.00 | | \$2,368,698.80 |
| STABILIZATION FUND CAPITAL PROJECTS | | \$913,869.51 | \$13,802.71 | \$100,000.00 | | | \$1,027,672.22 |
| OPEB LIABILITY TRUST FUND | | \$1,314,490.79 | \$27,927.86 | \$377,700.00 | | | \$1,720,118.65 |
| POLICE DRUG FUND | | \$33,567.02 | \$83.70 | | \$239.73 | | \$33,410.99 |
| POLICE DEA ASSET FUND | | \$4,961.67 | \$13.20 | | | | \$4,974.87 |
| | | | | | | | |
| CONSERVATION FUND | \$18,144.15 | \$18,144.15 | \$470.08 | \$10,000.00 | | \$28,614.23 | \$28,614.23 |

Treasurer/Collector Cash Paid July 1, 2018 to June 30, 2019

| TAXES: | OUTSTANDING | COMMITTED | REFUNDS | CASH - PAID TREASURER | ABATED & EXP | TRANSFERS | OUTSTANDING |
|-------------------|-------------|-----------|---------|--------------------------|--------------|-----------|-------------|
| PERSONAL PROPERTY | | | | | | | |
| 1997 | \$28 | | | \$0 | \$0 | | \$28 |
| 2001 | \$2,338 | | | | \$2,338 | | \$0 |
| 2002 | \$358 | | | | \$358 | | \$0 |
| 2003 | \$914 | | | | \$914 | | \$0 |
| 2005 | \$225 | | | | | | \$225 |
| 2006 | \$200 | | | | | | \$200 |
| 2007 | \$963 | | | | | | \$963 |
| 2008 | \$1,294 | | | | | | \$1,294 |
| 2009 | \$1,637 | | | | | | \$1,637 |
| 2010 | \$1,558 | | | | | | \$1,558 |
| 2011 | \$2,870 | | | | | | \$2,870 |
| 2012 | \$3,271 | | | \$58 | | | \$3,213 |
| 2013 | \$3,439 | | | | | | \$3,439 |
| 2014 | \$3,233 | | | | | | \$3,233 |
| 2015 | \$3,238 | | | | | | \$3,238 |
| 2016 | \$4,174 | | | | | | \$4,174 |
| 2017 | \$4,136 | | | \$202 | | | \$3,934 |
| 2018 | \$5,113 | | | \$930 | | | \$4,183 |
| 2019 | | \$841,423 | \$708 | \$837,813 | | | \$4,318 |

Treasurer/Collector Cash Paid July 1, 2018 to June 30, 2019 (Continued)

| TAXES: | OUTSTANDING | COMMITTED | REFUNDS | TREASURER | ABATED & EXP | TRANSFERS | OUTSTANDING |
|---|-------------|----------------|------------|-------------------------------|--------------|-----------|-------------|
| REAL ESTATE | | | | | | TAX TITLE | |
| 1990 | \$616 | | | | | | \$616 |
| 1991 | \$8,387 | | | | | | \$8,387 |
| 1992 | \$993 | | | | | | \$993 |
| 2016 | \$166,760 | | | \$116,768 | \$707 | \$49,286 | \$0 |
| 2017 | \$327,384 | | | \$189,779 | | \$24,337 | \$113,268 |
| 2018 | \$676,157 | | | \$347,469 | | \$24,929 | \$303,759 |
| 2019 | | \$37,199,553 | \$73,607 | \$36,438,763 | \$189,886 | \$84,096 | \$560,415 |
| PREPAID TAXES | -\$218,592 | | | -\$140,832 | | | -\$77,760 |
| CPA | | | | | | TAX TITLE | |
| 2016 | \$1,638 | | | \$1,132 | \$1 | \$505 | \$0 |
| 2017 | \$2,852 | | | \$1,639 | | \$130 | \$1,082 |
| 2018 | \$5,911 | | | \$2,901 | | \$134 | \$2,877 |
| 2019 | | \$382,742 | \$1,220 | \$375,477 | \$2,556 | \$638 | \$5,290 |
| PAYMENT IN LIEU OF TAXES - 2019 | | \$2,560 | | | | | \$2,560 |
| MOTOR VEHICLE EXCISE PRIOR YEARS 2012 | \$0 | \$1,633 | \$231 | \$1,633 | \$231 | | \$0 |
| 2014 | \$6,101 | | | \$652 | \$5,449 | | \$0 |
| 2015 | \$6,857 | | | \$1,109 | | | \$5,748 |
| 2016 | \$8,843 | | \$4,456 | \$2,697 | \$4,456 | | \$6,147 |
| 2017 | \$21,935 | | \$1,535 | \$10,813 | \$1,485 | | \$11,171 |
| 2018 | \$94,835 | \$243,250 | \$23,794 | \$310,748 | \$26,385 | | \$24,747 |
| 2019 | | \$2,210,206 | \$18,645 | \$2,073,204 | \$34,293 | | \$121,353 |
| FARM ANIMAL EXCISE | | | | | | | |
| 2015 | \$17 | \$0 | | \$0 | | | \$17 |
| 2016 | \$17 | | | \$17 | | | \$0 |
| 2017 | \$129 | | | \$17 | | | \$112 |
| 2018 | | \$545 | | \$433 | | | \$112 |
| APPORTIONED SEWER MAIN ST PROJ PD IN ADV | \$0 | \$11,445 | | \$11,445 | | | \$0 |
| BETTERMENTS ADDED TO TAXES | | | | | | | |
| BETTERMENTS MAIN STREET | | | | | | | |
| 2016 | \$545 | | | \$545 | | | \$0 |
| 2017 | \$545 | | | | | | \$545 |
| 2018 | \$1,090 | | | | | | \$1,090 |
| 2019 | | \$141,700 | | \$140,610 | | | \$1,090 |
| BETTERMENTS ADDED TO TAXES WATER | | | | | | | |
| 2019 | | \$61 | | \$61 | | | \$0 |
| | | TOWN COLLECTOR | | JULY 1, 2018 TO JUNE 30, 2019 | | | |
| | | | | CASH - PAID | | | |
| TAXES: | OUTSTANDING | COMMITTED | REFUNDS | TREASURER | ABATED & EXP | TRANSFERS | OUTSTANDING |
| COMMITTED INTEREST SEWER PAID IN ADVANCE | \$58 | | | | | | \$58 |
| PAID IN ADVANCE MAIN STREET | | \$443 | | \$443 | | | \$0 |
| 2016 MAIN STREET | \$382 | | | \$382 | | | \$0 |
| 2017 | \$356 | | | \$1 | | | \$355 |
| 2018 | \$654 | | | | | | \$654 |
| 2019 | | \$74,985 | | \$74,386 | | | \$600 |
| COMMITTED INTEREST WATER PAID IN ADVANCE | | \$0 | | \$0 | | | \$0 |
| 2019 | \$0 | \$12 | | \$12 | | | \$0 |
| LIENS ADDED TO TAXES SEWER | | | | | | | |
| 2016 | \$412 | | | \$412 | | | \$0 |
| 2017 | \$482 | | | \$0 | | | \$482 |
| 2018 | \$2,835 | | | \$0 | | \$159 | \$2,677 |
| 2019 | | \$10,276 | | \$7,686 | | \$977 | \$1,613 |
| LIENS ADDED TO TAXES WATER | | | | | | | |
| 2016 | \$6 | | | \$6 | | | \$0 |
| 2017 | \$412 | | | | | | \$412 |
| 2018 | \$531 | | | \$101 | | | \$430 |
| 2019 | | \$3,789 | | \$3,336 | | \$124 | \$329 |
| POLICE FALSE ALARM LIENS | | | | | | | |
| 2017 | | \$0 | | \$0 | | \$0 | \$0 |
| WATER DEPARTMENT | | | | | | TRANSFERS | |
| WATER RATES | \$41,535 | \$1,957,683 | | \$1,939,441 | \$14,362 | \$205 | \$45,210 |
| SEWER DEPARTMENT | | | | | | | |
| SEWER USE | \$282,642 | \$841,887 | \$186 | \$816,682 | \$33,770 | \$12,052 | \$262,210 |
| LANDFILL | | | | | | TRANSFERS | |
| 2019 | | \$447,055 | \$85 | \$153,030 | \$294,110 | | \$0 |
| ACCOUNTS RECEIVABLE: | | | | | | | |
| LIQUOR LICENSES | \$0 | \$39,298 | \$0 | \$39,298 | \$0 | | \$0 |
| VETERANS SERVICES | \$74,626 | \$57,126 | | \$62,784 | | | \$68,968 |
| SEWER PRIVLEDGE FEE TOWN & HIGH SCHOOL | \$1,001,165 | \$0 | | \$91,015 | \$0 | | \$910,150 |
| SEWER PRIVLEDGE FEE INTEREST | | \$50,058 | | \$50,058 | | | \$0 |
| MUNICIPAL LIGHT PLANT | | \$2,520 | | \$2,520 | | | \$0 |
| TREE TAPPING | | \$1,000 | | \$0 | | | \$1,000 |
| TOTALS | \$2,558,109 | \$44,521,252 | \$124,467 | \$43,967,676 | \$611,302 | \$197,573 | \$2,427,277 |
| ITEMS COLLECTED | | | | | | | |
| INTEREST - TAXES - CPA | | | | \$182,952 | | | |
| FEES - TAXES, WATER, SEWER, SEWER AVAILABILITY, ETC | | | | \$98,665 | | | |
| BAGS & 2ND CAR STICKERS | | | | \$11,848 | | | |
| POLICE FALSE ALARMS | | | | \$0 | | | |
| LANDFILL MISC (TV & MONITORS) | | | | \$185 | | | |
| MUNICIPAL LIENS | | | | \$10,987 | | | |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |
| TOTAL CASH PAID TO TREASURER | | | | \$44,272,312 | | | |
| | | | Q&A TOTALS | \$44,272,312 | | | |

Community Preservation Committee

Wilbraham adopted the Massachusetts Community Preservation Act at the 2004 Annual Town Meeting and the first project was purchase of the Rice Farm as a Conservation Nature Preserve. A Real Estate Tax surcharge of 1.5% was adopted to fund local CPA projects to be combined with State funds generated from Registry of Deeds fees. Nine FY2020 projects were approved by voters at May 13, 2019 Annual Town Meeting. No Action was taken on Article 35, regarding acquisition of land at 674 Main St. Community Preservation Act requires that each of the 176 Massachusetts participating communities:

- ◆ Develop a Community Preservation Plan to document local Future Needs within the Town's Historic Resources, Open Space Acquisition and Preservation, Community Housing and Land for Outdoor Recreation categories. The Wilbraham CPA Plan with Future Needs List was completed and posted on the town Website and is updated annually.
- ◆ Communicate with six primary Committees, Board of Selectmen and Department Heads to identify future CPA potential projects. During 2019 the Wilbraham CPA Application Form was updated and nine FY2020 project Applications were recommended and approved at Annual Town Meeting, May 13, 2019.
- ◆ The Community Preservation Act requires that an Annual Hearing be held to receive public reaction to past and current CPA projects, funding process, bidding laws and prevailing wage requirements. Public and past applicant reactions have been favorable.

Community Preservation Committee (CPC) is a nine-member panel of volunteers consisting of representatives from six Town primary committees: Historical Commission, Playground and Recreation Commission, Wilbraham Housing Authority, Conservation Commission, Open Space and Recreation Committee and Planning Board plus three Board of Selectmen appointees. Member terms are three years or less for replacement appointees. CPC meets monthly, more frequently during winter, to encourage public project applications that may fit within the CPA specific

categories, Housing, Open Space, Historic Preservation and Outdoor Recreation. Applications for funding in the next fiscal year close in mid-January. Spring meetings are held to interview CPA Applicants for projects that do fit within the CPA requirements, then conduct weekend site visits at the project locations, gather information from outside experts, Legal Counsel and Community Preservation Coalition consultants in Boston. "Does this project fit within the Act"? CPC deliberations and recommendations are completed and voted during March. Applications that are approved by the Committee are forwarded as information to the Finance Committee and Board of Selectmen, then final public vote in the May Annual Town Meeting. Over 106 projects have been approved by Town Meeting, totaling over six million dollars of local betterments. Before CPA there was no source of funding for the Town to preserve its Open Space, Historical and Cultural resources, Affordable Housing and Outdoor Recreation.

The Community Preservation Committee holds regular, mid-week, evening meetings, open to the public at the Town Hall that are posted the week before in accordance with Massachusetts Open Meeting Law. The agenda is outlined in the Meeting Posting on the Town Hall exterior Announcement Board. The CPA purpose is to make Wilbraham a better place than we found it. Our mandate is to honor our founders' courage and traditions, preserve their buildings and open space, restore their monuments and fulfill their vision of education, prosperity and freedom in a safe, rural community with high quality of life for our children that follow.

Current CPC members

Stoughton Smead, Chairman,
Tracey Plantier, John Broderick, Brian Fitzgerald, Jim Burke, Dave Proto,
Gordon Allen and Cliff "CW" Zimmer.

One seat remains open awaiting a
Historical Committee appointee.

| ANNUAL COMMUNITY PRESERVATION PROGRAM | | | | | | |
|---|----------------|----------------|---------------|-----------------|-----------------------------------|-------------------------|
| WILBRAHAM CPA FY2020 ESTIMATED REVENUE PROJECTION* | | | | | | |
| Assume a 11% state match as DOR's estimate for FY2020 will not be available until mid-Mar | | | | | | |
| The Department of Revenue's estimate for FY2018 was 15%, we received 17.2%. | | | | | | |
| The Department of Revenue's estimate for FY2019 was 11.0%, we received 19% | | | | | | |
| Assuming \$392,310 (Local Raised) + \$43,154(11.0% State Match) = \$435,464 | | | | | | |
| REVENUE | Open Space | Historic | Housing | Non - Committed | Total | |
| FY2019 ending Fund Balances | 68,291 | 13,240 | 44,048 | 299,055 | 424,634 | Prior FY |
| FY2020 Projects Appropriated | | | - | | - | |
| FY2020 New Funds added 10% | 43,546 | 43,546 | 43,546 | 304,826 | 435,464 | New |
| Total Available Revenue | 111,837 | 56,786 | 87,594 | 603,881 | 860,098 | Total Available |
| EXPENDITURES | Open space | Historic | Housing | Non Com | | |
| Project | Amt requested | | | | | |
| 1 Admin Fee/expenses | 7,500 | | | 7,500 | | |
| 2 Town Clerk Records Preservation | 5,600 | 5,600 | | | | |
| 3 Story Walk around Library | 55,000 | 55,000 | | | | |
| 4 674 Main Playground Purchase | NO ACTION | | | | | |
| 5 Memorial School Playground | 25,000 | 25,000 | | | | |
| 6 Old Meeting House&Hearse R & R | 18,850 | 18,850 | | | | |
| 7 Fountain Park Concert Walkway | 18,000 | | | 18,000 | | |
| 8 Middle School sports Field Drains | 55,000 | | | 55,000 | | |
| 9 Twelve Mile Brook footbridge | 25,000 | 25,000 | | | | |
| 10 Park & Rec Storage Building | 250,000 | | | 250,000 | | |
| Total Project Expenses | 459,950 | 105,000 | 24,450 | 330,500 | 459,950 | Total awarded |
| BALANCE | Open Space | Historic | Housing | Non - Committed | | |
| Total Funds Retained | 6,837 | 32,336 | 87,594 | 273,381 | 400,148 | Balance retained |
| FY 2018 Projects closed to fund balances | | | | | | |
| | Open Space | Historic | Housing | Non Comm | Total Unused balances end of FY18 | |
| Bruer Pond (portion of funds) | | | | 40,872 | | |
| CPA Admin expenses | | | | 5,575 | | |
| Atlantic White Cedar Swamp mt | 23,600 | | | | | |
| Country Club of Wilbraham Repairs | | 12,807 | | | | |
| Septic Tank Childrens Museum | | 285 | | | | |
| Tennis Courts Minnechaug | | | | 27,298 | | |
| Monument repair Glendale | | | | 10,510 | | |
| | 23,600 | 13,092 | - | 84,255 | 120,946 | |

Public Works

The Department of Public Works consists of five divisions (Engineering, Highway, Wastewater, Water and Solid Waste), 26 employees and a \$6 million budget.

Engineering Division

The Engineering Division oversees all the DPW activities. In addition to receiving and coordinating the resolution of thousands of service requests, personnel also provide administration support for trench permits, septic system installation, Title V inspection, bids and contracts, water/sewer billing, commitments, abatements, letters and installation appointments for new water meter and radio reader, water/sewer billing issues and closing adjustments, setting up new accounts, backflow billing, sump pump inspection appointments, storm water permits, excavation permits and water/sewer/drainage markout request.

Engineering personnel worked collaboratively with the other DPW divisions on a variety of projects. Listed below are some of the highlights for the year..

- ◆ Brookmont Culvert Replacement-Replaced two large failing culverts on Brookmont Drive.
- ◆ Road Resurfacing projects (\$1.5 Million): (See Paving List)
- ◆ Geographic Information System (GIS) - DPW related data collection development and updating using field applications with iPads. Examples include storm water outfall inspection, catch basin cleaning, wastewater manhole and pipe inspection, pump station inspection and maintenance, hydrant flushing, backflow testing, cross connection inspection etc.
- ◆ Sidewalk Improvement Project- Sidewalks were replaced on Stony Hill Road from Hitchcock Road to Belli.
- ◆ Wastewater Inflow and infiltration – (I&I) State mandated reporting and compliance work.
- ◆ Environmental Protection Agency (EPA) Phase II Stormwater Regulation Compliance-Federally mandated tasks completed listed in the Annual Storm water Report located on the Town's website. Examples include development of a Stormwater Management Program, GIS documented catch basin cleaning, outfall inventory inspection, detention basin inspection, illicit discharge and elimination investigation, construction activity inspection and enforcement.
- ◆ Ongoing testing, repair and upgrading the DPW radio system.
- ◆ Grease trap pumping permit and inspection program.
- ◆ Subdivision review and inspections.
- ◆ Stormwater permit review and inspection for commercial and residential properties.
- ◆ Update the Towns Pavement Management Report
- ◆ Continued to address Private Way issues

Employees

Edmond W. Miga Jr. P.E., DPW Director/Town Engineer
 Tonya L. Basch P.E., Assistant DPW Director/Assistant Town Engineer
 William Sperrazza, Superintendent of Operations
 Dena Grochmal, Engineering Assistant
 Donna Daviau, Administrative Assistant
 Annette Grasso, Administrative Assistant

LICENSES

| | |
|---|------|
| Drainlayer (Sewer Installer) Licenses | 9 |
| Pavement Cut/Storm water Permits and Inspections | 177 |
| Septage Hauler Licenses | 9 |
| Septic System Installer Licenses | 29 |
| Water Installer Licenses | 8 |
| Trash Hauler Licenses | 6 |
| Residential Inquiries Reported | 1900 |
| Water and Sewer Semi-annual Billing | 3600 |
| Water Backflow Billing | 52 |
| Sanitary Sewer Connection Permits and inspections | 7 |
| Grease Trap Inspections | 84 |

Highway Division

The Highway Division is responsible for maintaining 125 miles of roads. Typical work assignments include:

- Painting crosswalks and stop lines
- Tree and brush trimming, along with weed control around guard rail systems
- Roadside mowing
- Repairing road trenches and pothole patching
- Loam and seeding for Road projects
- Fixing plow damage
- Catch basin cleaning and inspection reports
- Culvert cleaning
- Street sweeping
- Drainage repair and installation (catch basin & pipe)
- Sidewalk maintenance and construction
- Snow and Ice removal
- Sign maintenance
- Vehicle and Equipment maintenance

The Highway division, as part the stormwater program, has been prioritizing the cleaning of catch basins throughout the Town making every effort to clean and document each basin and its condition utilizing specialized basin cleaning equipment and software.

In order to complete these tasks, the division has approximately 52 various pieces of equipment. There is one Lead Mechanic and an Assistant Mechanic responsible for maintenance and repair of various department vehicles and equipment i.e. DPW, Building, and Engineering.

Continued on page 37

Public Works

Highway Division (continued)

With funding provided by Capital Planning, a new 36" A.D.S. pipe was installed with other drainage improvements on upper Brookmont Drive. This project was another one on the Woodland Dell waterway to control and prevent damage to property. The existing pipes were in failure and their replacement was proven to be a substantial improvement during several major rain events following the completion of the project.

Other projects included a Volkswagon Grant received by the DPW to purchase 2 new Diesel Dump trucks. The old DPW garage was taken down in preparation for the new DPW garage being bid in 2020.

The highway division processed over 1000 cubic yards of compost into useable loam utilizing the department's new vibratory screener. The loam was used for extensive tree belt loaming and seeding along all the completed road construction and sidewalk projects. The work was accomplished utilizing the departments new rubber tired excavator.

Highway Employees:

Tim Grise, Highway Foreman
Efrain Colon; Lead Mechanic
Paul Maguire; Assist Mechanic

Heavy Equipment Operators:
Mitchell Opalinski
Richard Vierthaler
Damon Goddard
Michael Hermanson
Doug Cutler
Bruce Sawyer

Ed Jenkins (1/2 Highway &
1/2 Wastewater DPW worker)

ROADS

The following roads were paved this year:

| Street | Location | Description |
|--------------------------|-------------------------------|--------------|
| Alder Lane | All | Shim/Overlay |
| Delmore Cir | all | Shim/Overlay |
| Pease Road | all | Shim/Overlay |
| Hunting Lane | Pleasant to Ripley | Reclaim/pave |
| Ladd Lane | All | Mill/pave |
| Tinkham Glenn | All | Shim/Overlay |
| Brookmont Dr | All | Shim/Overlay |
| Hill Top DR | All | Shim/Overlay |
| Monson Road | Bolles Rd to Ridge Road | Shim/Overlay |
| Monson Road | Beebe Rd to Glendale Rd | Shim/Overlay |
| Glendale Road | Monson Road to 1000 south | Shim/Overlay |
| Mountain Road | Ridge Rd to West 2000' | Shim/Overlay |
| Red Bridge Road | Boat ramp to Palmer Town Line | Shim/overlay |
| Edson Drive | Drainage work | Shim |
| Stony Hill Road Sidewalk | Hitchcock to Belli | Paved |

Wastewater Division

This Enterprise Division has two (2) full-time employees and one ½ time employee. Division personnel are responsible for maintaining 36 miles of sewer mains, ten (10) pump stations and 795 manholes. The Town's wastewater is pumped and treated at Springfield's Regional Treatment facility.

As part of a Massachusetts Department of Environmental Protection Inflow and Infiltration (I&I) removal mandate an extensive inspection and investigation of the wastewater system was completed. I&I is unwanted rainwater or groundwater within the Town's wastewater system usually generated from sump pumps. Sumps pumps are not legally allowed to discharge into the sewer system and dramatically increase the Town's sewer bill from the City of Springfield. Wastewater personnel inspected sewer manholes for weeping or suspicious flow and many households for illicit connections. As a result sump pumps connections were removed and leaking sewer manholes were repaired. The Town purchased a sewer camera and started inspecting the sewer lines. The Town's I&I removal projects will continue in the upcoming years in problem areas of the sewer system. The goal is to eliminate all the I&I in the sewer system which will reduce the Town's sewer bill from the City of Springfield.

Residents should be aware that it is illegal to connect sump pumps, roof drains (down spouts) or curtain drains (yard drain) into the sewer system. Make sure your sump pump is not connected to the sewer. Secondly, do not dump grease or oil down your drain. Grease and oil will solidify in your own plumbing and sewer lateral, as well as the Town's sewer lines. Expensive blockages can be avoided by simple practice of putting grease in the trash and not down the drain..

Wastewater rates:

Residential rate \$4.10 per 100 c.f.
Commercial rate \$5.00 per 100c.f.
Minimum charge \$52.50
Maximum charge \$492.00
Flat rate \$270.60

Waste Water Employees:

Gary Butler, Foreman
Andrew Ferrier, Wastewater Technician
Ed Jenkins DPW Worker (1/2 time
Highway—1/2 time Waste Water)

Public Works

Water Division

During 2019 the list of duties performed by the Wilbraham Water Division included, but were not limited to the following:

- Maintenance of the Town's four water booster stations
- Brookmont Pump Station – new building was built for the pump station and the driveway was paved
- One(1) water break was repaired.
- Ten(10) new water services were installed
- Four (4) water service lines were repaired
- Fire hydrant flushing as time permitted
- Two (2) fire hydrant were replaced
- In excess of one hundred (100) main line gate valves were cleaned and checked for operation and exercised.
- Forty (40) miles of leak detection was completed by Prowler Water Conservation – no leaks were detected.
- Six hundred (600) work orders of various tasks were completed
- One hundred fifty seven (157) testable backflow devices were tested at least once per Mass. D.E.P. regulation
- In excess of two hundred (225) water samples were taken for water quality analysis
- Three thousand three hundred (3,300) water meters were read during March and then again in September
- The water usage in 2019 was 395,460,000 million gallons as measured by the Massachusetts Water Resources Authority (MWRA) master meter.
- This year's water usage was a 2% decrease in 2019 usage.
- Continuing DEP mandated Cross Connection inspection of the water system
- Continuing a system wide meter replacement program to include auto read system

Documents submitted to DEP in 2019 included water quality result forms, weekly chlorine residuals, water pressure and pH charts, the Annual Statistical Report, and the Consumer Confidence Report (which were also mailed to every household and business in our PWS). Monthly state forms are sent to D.E.P. for documentation of water usage and chemical additions to our water.

The Corrosion Control Facility on Miller Street in Ludlow, MA operated successfully in 2019 with only a few mechanical and technical problems.

Wilbraham – Total Daily Flow

| Month | 2017 Flow (MGD) | 2018 Flow (MGD) | 2019 Flow (MGD) |
|---------|--------------------|--------------------|--------------------|
| Jan | 0.794 | 0.825 | 0.798 |
| Feb | 0.750 | 0.796 | 0.876 |
| Mar | 0.781 | 0.787 | 0.778 |
| Apr | 0.852 | 0.826 | 0.822 |
| May | 1.081 | 1.159 | 0.922 |
| Jun | 1.421 | 1.777 | 1.514 |
| Jul | 1.510 | 1.861 | 1.935 |
| Aug | 1.612 | 1.442 | 1.657 |
| Sep | 1.419 | 1.287 | 1.411 |
| Oct | 0.900 | 0.938 | 0.926 |
| Nov | 0.814 | 0.787 | 0.763 |
| Dec | 0.817 | 0.769 | 0.761 |
| Average | 1.068 | 1.106 | 1.098 |

Water Rates remain the same since 10/1/14:

Cubic Feet (CF) (7.48 gallons per cubic foot)

0-10000 CF \$4.12/100 CF.

10001-20000 CF \$4.32 /100 CF.

20001- and up \$4.52/100 CF.

Min. bill 0-1500 CF. \$61.80

Commercial flat rate \$4.12/100 CF.

Please note that the average 2019 M.W.R.A. bill is \$616.40

Wilbraham average bill is \$494.40.

Water Division Employees:

Vinnie Pafumi - Water Superintendent

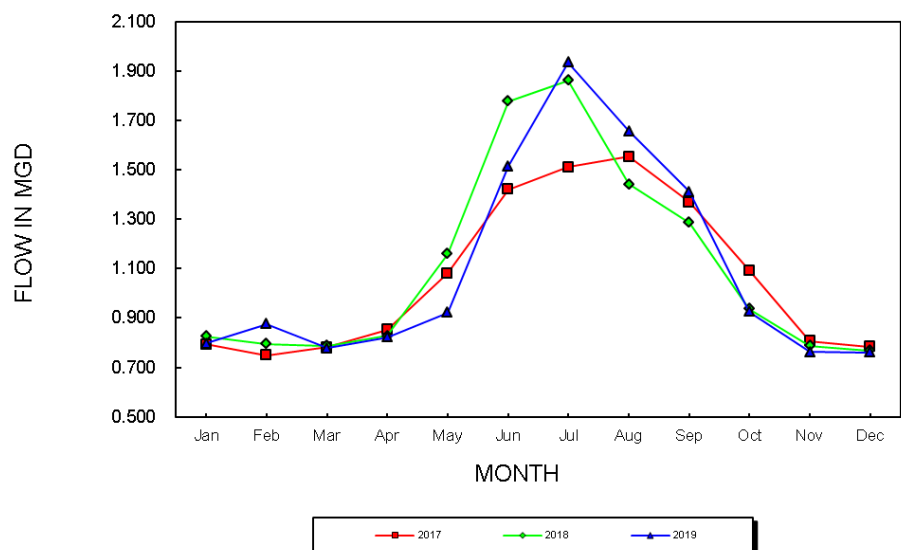
Lionel Duquette - Foreman

Robert Gibson - DPW Worker

Anthony Garceau - Heavy Equipment Operator

Paul Willoughby - Heavy Equipment Operator

Kevin LaPlante - Water Service Worker



Public Works

Water commissioners meet monthly which allows staff to present plans, organize, and formulate agendas with approval of the commissioners. Residents can also request to meet with commissioners if they would like to discuss billing or water related issues. We personally want to thank the commissioners for all their assistance.

Water Commissioners: James B. Dunbar, Chairman
Thomas D. Pilarcik
Rik Alvarez - our newest member

Solid Waste –Disposal and Recycling Center (DRC)

The DRC is a transfer Station and recycling center. Currently, the facility is staffed by one full time employee and one part time employee. Approximately 1,700 households use the DRC. Mandatory third party inspections were completed along with maintaining permits to operate. Recycling plays a big role in trash disposal. The facility continues educate its users on proper recycling guidelines to help improve the quality of the recycled materials. The DRC offers a location to dispose of recyclable household waste, electronic waste, Styrofoam (block foam only), metal, textiles (clothing), empty propane tanks and yard waste.

The DRC generated 690 tons of household trash that was hauled and processed at the transfer station operated by U.S.A. Waste and Recycling located at 120 Old Boston Road. Over 403 tons of recyclables were hauled to the Material Recycling Facility located in Springfield. Under a contract that expires on June 30, 2020, the Town receives a recycling credit that substantially helps offset the cost of hauling the recyclables to the MRF. Due to a major economic change in the recycling market, this credit no longer is offered under the new proposed MRF contract. The Town will enter a challenging time finding cost effective ways to properly dispose of recyclables.

The DRC hours of operation:

Sunday: 12-5
Wednesday and Friday: 7-3
Saturday 7-5
Monday, Tuesday and
Thursday: closed
Closed on Town recognized
Holidays that fall on these
days.

Employees:

Dennis Dumais,
Heavy Equipment Operator

Robert Tourville,
Recycling Attendant part time

Conclusion:

After 36 years working for the Town I have decided to retire. Over the years there have been a lot of changes that DPW worked very hard to implement. The community is in great shape and my departure should be seamless as staff is more than capable to carry on. This made my decision to retire easier. I would like to thank everyone in this wonderful Town for all their support, cooperation, and friendship.

This report is our DPW History book of our Town. On behalf of all the personnel in D.P.W., Thank you.

Edmond W. Miga Jr.
P.E. Director of Public Works

Building & Land Use

Agricultural Commission

The Town of Wilbraham is a “Right to Farm Community.” Wilbraham citizens overwhelmingly approved its “Right to Farm By-Law” at the 2007 Town Meeting.

Our by-law states “it is the policy of the Town of Wilbraham, a ‘Right to Farm’ community, to preserve, protect, and encourage the maintenance and improvement of agricultural land for the production of food and other agricultural products, and also for its natural, recreational and ecological value.”

The Board of Selectmen appoints a five member Agricultural commission (AgComm) which is committed to “represent the farming community, encourage the pursuit of agriculture, promote agriculture-based economic activities and preserve, revitalize and sustain the Town’s agricultural businesses and lands.”

AgComm continues to support the Wilbraham Grown Farmers Market which moved to Main St this year. Participants from Wilbraham included Merrick Farm, Green Acres Fruit Farm, Stony Hill Farm, Little Oak Farm and Fern Valley Farm. Special thanks to United Church of Wilbraham for hosting this weekly event from June through September.

Wilbraham native Robert Merrill has started a new farm in town, New England Fruit Tree. He has planted 2.5 acres of raspberries, blueberries and fruit trees, including dwarf and semi-dwarf apple, pear, peach, plum and cherry. Part of the land in fruit trees is a nursery, with plants spaced closely to be dug and sold. Other trees will be left to produce fruit and the scionwood needed to create more trees for sale.

We mourn the passing of Llewellyn Merrick, owner of Merrick farm, an iconic symbol and family name in town going back hundreds of years. Llewellyn served on the AgComm and many other boards in Town, most notably, Historical Committee and Board of Library Trustees. He was a

Current DRC fees: Pay as you throw program.

| | |
|-------------------------------------|----------|
| Under 65 years old Car Sticker fee: | \$120.00 |
| Over 65 years old Car Sticker fee: | \$100.00 |
| Bag fee 33 gal. capacity | \$2.75 |
| Bag fee 16 gal. capacity | \$1.50 |
| Additional Car sticker fee: | \$20.00 |

steward of the soil, who was fiercely protective of agricultural land for future generations. He tutored many young folks in the art of farming as well as life as it should be. They regularly came back to tell him how much his tutelage supported them in their life journeys.

Thank you one and all--farmers and backyard gardeners alike--in your support of Wilbraham's agricultural endeavors.

Agricultural Commission

Brian Cunningham, Chairman

Robert Merrill

Judy VanRaalte

Amy O'Neil

Dan Fernandes

Photo below courtesy of the Wilbraham Grown Farmers Market



Building Department

Lance Trevallion has been the Building Inspector/Zoning Enforcement Officer for the Town of Wilbraham for 21 years. Administrative Assistant Melissa Graves has been working with Lance for 16 years and does double duty, as the Town's Conservation Commission Administrative Assistant and the Land Management Coordinator. The department's Clerk, Sheileen Carlotto handles data entry, inspection requests and scheduling for the Electrical and Plumbing Inspectors, and has been with the department for over 6 years now. Together Melissa and Sheileen have made a formidable team who help residents and contractors daily, keeping the inspectors and inspections on track, while making sure all permits are issued in a timely manner. Sue Bennett the Departments Senior Tax worker continues to assist our department in many ways throughout the year.

The Department this year issued a large number of building permits for insulation in homes, indicating that residents are taking advantage of the Mass Save Program which is a plus when it comes to energy savings for the homeowner. Roof-Mounted solar panel permits installations have slowed down since last year. New Construction of single-family home building permits decreased slightly from last year. Twenty five Building Permit Applications were processed for these new residences this year.

Both, the Electrical and the Plumbing/Gas Inspectors work part-time for the Town. Bernie Sears has been inspecting plumbing and gas installations for the Town of Wilbraham for over 20 years. Ed Poulin, the Town Electrical Inspector has been with us for 3 years. The Building Department is utilizing a new Building Permitting Program this year, with the hope that in the near future permit transactions can be completed online from your home or office.

Building Permits

Inspector: Lance Trevallion

Permits issued – 591

Fees collected - \$145,108.23

Construction Cost \$21,104,011.00

Plumbing/Gas Permits

Inspector: Bernie Sears

Permits issued – 439

Electrical Permits

Inspector: Ed Poulin

Permits issued - 374

The Building Department also processes applications for annual inspections of public buildings. These inspections are required annually to insure safe emergency exits, maximum occupancy numbers and exit lighting. This includes all schools, churches, restaurants, day care centers, gyms, and any other location that the public would gather and/or visit. In the 2019, Lance and Fire Safety Inspector, William Manseau, inspected 75+ locations, including 13 buildings at the Wilbraham & Monson Academy and Wilbraham's Municipal Buildings.

Lance Trevallion, Building Inspector

Melissa Graves, Administrative Assistant

Sheileen Carlotto, Building Department Clerk

Community Gardens

When people think of gardening they believe it's just about growing things for a portion of the year. But it's so much more than that. It's about meeting new people and creating a group of friends that have a common bond. It's about growing healthy and nutritious food locally for your family without adding to the carbon footprint. The garden is a wonderful place to just relax, enjoy the fresh air and have conversations with folks you may not meet anywhere else. Our gardeners come from far and near, young and old, moms, dads, students; it doesn't matter because at the garden, we are all family. New gardeners learn from the veteran gardeners. What works, what doesn't work? There is a lot to learn about gardening. A Community Garden creates opportunity for recreation, exercise, therapy and education. Having a garden plot encourages self-reliance, provides nutritious food for your family and reduces a family's annual food budget. An average plot can produce well over \$1000 a year worth of fresh produce.

By April I am planning the Spring Sign-Up Meeting and the Annual Plow Day. May has to be the busiest month for the garden planning with everyone getting spring fever and wanting to get their plants in the ground. Memorial weekend is usually safest frost-free time for planting. By mid-summer all the veggies catch up with each other and we usually get a bountiful harvest throughout the fall. The annual fall picnic was held in September and it was a spectacular day. Gardeners bring something prepared with at least one item from their garden. The variety of food was fabulous ranging from soups to desserts.

Unfortunately because of weather, we didn't have the annual "Plowing the Community Garden" event in May so sadly, the fields were plowed under via tractor this year instead of the horses. We will plan the annual event again in May, 2020 and hope for better weather.

Continued on page 41

Building & Land Use

Garden plots are available on a first-come, first-served basis with priority given to returning gardeners. New and returning gardeners are invited to attend the annual spring sign-up meeting held at the Wilbraham Town Hall prior to the growing season. The exact date of the meeting is published in the local newspaper. Garden plots are approximately 25' x 50' and the annual rental cost is \$30.00 per plot. There is water on-site as well as a portable toilet during the growing season. The greenhouse is available to gardeners at any time. If you are interested in joining us at the Wilbraham Community Gardens or if you would like more information, you may contact the garden coordinator, Melissa Graves in the Conservation Commission office at 596-2800, ext 204.

Conservation Commission

The Conservation Commission met 21 times at open public meetings to review and permit projects ranging from limited tree removal to new homes and landscaping. Additionally, the Conservation Commission renewed the lease agreement to Ferrindino Farms for the tapping of up to 1000 Sugar Maple trees on Town-owned property. The Conservation Commission approved bow hunting on seven of its sites limiting the permits issued to 200 during the deer hunting season. Hunting permits are typically issued by the Wilbraham Town Clerk during the month of July and are open to residents as well as non-residents. There were several events that were approved on Conservation Open Space including the McDonald Nature Preserve, the White Cedar Swamp and the Crane Hill Conservation Area. The newly acquired Mt. Marcy had a grand opening event on June 1, 2019 to give people a chance to hike and explore the site. Happy Wasteland Studios recorded a short film on the Rice Nature Preserve entitled "Soot". As part of the Wilbraham Peach Blossom Festival, a Luminaria event took place at Bruuer Pond on June 12, 2019 which included floating biodegradable candle boxes with soy candles. It was a quiet and peaceful reflection event with many



Wilbraham Community Garden
Photo Courtesy of Melissa Graves

people participating, setting their candles free to float along the water.

The Conservation Commission said good bye to long time Commission member George Reich. His commitment and knowledge will be certainly missed after his 18 years of service to the protection of wetlands in Wilbraham. We wish him the best of luck with his future endeavors.

James Emerson from the Chicopee Rivers Watershed Council met with the Commission to review the water quality at several locations throughout the town. The Council monitors bacteria levels at the Red Bridge boat ramp as well as the Putts Bridge. The "Blue Trail" map for kayaking was completed in 2019. This map shows all the waterways in the area that have paddling opportunities.

Directly or indirectly, wetlands are often sources of public or private water supply. Wetlands purify water serving as a settling area whose soils and vegetation trap sediments which bind, and in some cases

chemically break down, pollutants into non-toxic compounds. Wetlands are valuable to wildlife as a food source, nesting area and protective cover. Floodplains are protected because they provide "storage" for flood waters during storms. The job of the Conservation Commission is to protect the interests of the Wetlands Protections Act. The interests include Flood Control, Prevention of Storm Damage, Prevention of Pollution, Fisheries, Shellfisheries, Groundwater, Public or Private Water Supply and Wildlife Habitat.

Land Management Division

The Sawmill Pond Conservation Area as part of a Community Preservation Project had the trails cleaned up, fishing spots designated and a new parking area was created. A sign was placed in the parking area describing the project and welcoming visitors. The trails and fishing areas will be mowed twice a year as part of a management plan.

Continued on page 42

Open Space & Recreation Committee

Mission Statement:

Preserve significant open space by investigating, educating, planning and cooperating

The Easy Trail at Thayer Brook was completed over the spring of 2019. Benches were placed along the trail for people to sit and enjoy the peacefulness of the woods and surrounding areas. The Easy Trail is about $\frac{3}{4}$ of mile and wanders through the woods with gradual grade changes making it a wonderful trail for people with mobility limitations. It has handicap parking spaces at the trailhead and is accessible for people that utilize a wheelchair.

A designated parking area was created at the Oakland Street Conservation Area. This parking area is right off Oakland Street for direct access to the many trails on the site. Future plans for this site include a new kiosk, bridges, mowing and trail maintenance.

Managing the over 1500 acres of Conservation Land has been an eye-opener as far as the need to have plans – short term and long term. What works in one site may not be the right strategy for another site. Carbon footprint, forest resiliency, wildlife, and watershed are key factors in how that site is managed for meeting those goals. When developing a management plan, each site has unique characteristics and is considered individually as well as the surrounding areas.

The Conservation Commission generally meets on the second and fourth Mondays of each month at 7:00 PM in the Town Office Building. The agenda is posted at least 48 hours in advance at the Town Hall and on the Town web site. Interested people are always welcome and encouraged to participate. The Conservation Commission office which is located in the Wilbraham Town Hall is open Monday-Friday, 8:30 A.M. – 4:30 PM.

Christopher Brown, Chairman
Robert McMaster
James Roberts
Stoughton Smead
Bill Dane
Alice Colman
George Reich (retired Oct, 2019)

Melissa Graves, Administrative Assistant
& Land Management Coordinator

Open Space and Recreation Plan - Seven Year Update - Even though the next OSRP update isn't due until 2022, the OSRPC was hard at work during each meeting this year going through the details of the 25 subsections of the plan that need to be written. The parts were then assigned to OSRPC members. The new plan will be assembled in the course of next year's OSRPC meetings. Over 300 Open Space Surveys filled out by Town residents plus extensive research and interviews with Town officials and committees will provide the OSRPC with data for the plan's next seven years goals. The OSRP is crucial to our ability to obtain State aid for Town projects. Hundreds of thousands of dollars have been obtained to date.

New Trails and Trail Additions - The Easy Trail at Thayer Brook was completed this year with the addition of its own parking lot, benches and a smoother surface. The Sawmill Trail was opened to the public with a new parking lot. The Oakland Trail also got a new parking lot. The Mt. Marcy Trail was opened with a "Hike Mt. Marcy" day which included refreshments, bug spray and guided tours by Open Space members. The opening was attended by over 50 hikers. In December, two cross trails were blazed on Mount Marcy (one at the 300 foot level and one at the 700 foot level). Thanks to Melissa Graves for spearheading a lot of these improvements, the DPW for its assistance and the Conservation Commission for approving funds.

Trail Work – Grooming the Mt. Marcy Trail for its spring opening took up a lot of the OSRPC's spring trailwork days as the north side of the trail was filled with roots and the south side quickly sprouted ferns when the weather got warm. In addition, vegetation grew profusely this summer on all trails due to the constant rain, and fall storms downed over two dozen trees and left lots of debris. These issues caused trail maintenance days usually held bi-weekly, to be held weekly from spring into the winter.

Future Trails and Trail Additions - The Storywalk Trail scheduled to go on the side and in the back of the library had its planning budget approved at Town Meeting. The OSRPC met with Karen Demers and scouted out a potential tract in which to place it. Hopefully, construction will start in 2020. Town Meeting also approved funding for a new Twelve Mile Bridge to replace the current one which is warped, has no railings and is dangerous to cross especially in bad weather. Planning for construction has begun.

Community Support - With several new trails in operation, the OSRPC reached out to community groups for help with trailwork. We were fortunate to get help from several groups. Wilbraham Monson Academy students worked with the Open Space Commit-

Photos Courtesy of the Open Space
& Recreation Committee



Left: The ribbon is cut opening the new Mt. Marcy Trail. Right: Some of the children who hiked up Mt. Marcy with their parents on opening day pose at the summit.

tee on five occasions this past summer. They were responsible for helping to clear the Rice Preserve, Alton's Way, Mount Marcy and the Oakland Trail. They also, built a new alternative trail up the first leg of Rice's and helped to reopen the Brookside Trail and the Weshaugan Trails at Rice's. In addition, Citizen's Bank put in a work day with us at Thayer Brook and has pledged to adopt the Thayer Brook Trail next summer. Also, the Boy Scouts cleared out the long neglected Bennett Road Trail to Whale Rock at the Thayer Brook Trail and restored the iconic sign at the Bennett Road parking lot. They also helped us clear two cross trails at Mount Marcy.

Conferences – OSRPC members attended the Mass Trails Conference in Leominster, Ma and the Regional Conservation Partnership Conference at UMass, gaining valuable information about putting together the OSRP update and on conservation activities happening statewide. They then did presentations of what they learned to the committee.

Trail Brochure – OSRPC met with Melissa Graves who is putting together a map of all Town trails with information on the reverse side giving details about the individual trails. Before the map is compiled, all the Town owned conservation land that has potential for trails will be explored, and areas capable of having a trail will be blazed so that the final map will be complete. The OSRPC is excited to participate in this project which will make it easier for residents to find and enjoy the trails.

Community Fest - Our updated table display for Community Fest managed to attract many interested residents. There was a lot of interest in the new trails, especially the upcoming, at the time, Mt. Marcy opening. Residents also filled out many surveys to help the committee gather data for the new OSRP update.

Facebook/Instagram/AllTrails - The committee Facebook page's audience has continued to grow, reaching 500 followers. It continues to serve as a bulletin board for upcoming trail maintenance and upcoming open space activities. It has also become a way for Town residents to interact with the OSRPC to get their questions answered or to tell us about trail issues that we need to address. Residents are encouraged to "like" the Wilbraham Open Space Facebook page so they can remain up to date. In addition, the OSRPC has started an Instagram page and has logged information about our trails onto the popular AllTrails app.

Newspaper - The committee got interviewed for several newspaper articles in the Wilbraham Times. The committee is committed to periodical-

ly contacting the paper about its activities so it can keep residents posted throughout the year.

Joe Calabrese, Chair
Edna Colcord
Jay Taylor
Bill Shepard
Judith Theocles
Tracey Plantier
Edward McCorkindale

Brian Fitzgerald
Steven Lawson
Susan Burk
Marianne Moner, Secr.
Michael Pelletier
Bill Shepard
Emilie Egan, Rec Com Rep.



Left: Citizens Bank employees pose after clearing the Thayer Brook Trail. Right: The Boy Scouts and the OSRPC meet in the middle of Mt. Marcy at the 700 foot level after clearing their way there from opposite sides of the mountain.



Photos Courtesy of Open Space & Recreation Committee



Left: The OSRPC puts up some of our new signs and trail markers at the McDonald Preserve. Right: The Wilbraham Hiking Club in action at the Rice Preserve.



Left: Students from Wilbraham Monson Academy arrive at the Oakland Trail. Right: Wilbraham Monson Academy students hard at work on the trails.

Planning Board

The Planning Board is responsible for overseeing land use planning in the Town of Wilbraham. Working in close cooperation with the Planning Director and the Building Commissioner/Zoning Enforcement Officer, the Planning Board studies the resources and needs of the Town, particularly conditions affecting public welfare and safety related to land use and development. The Board is authorized to develop the Town's Master Plan to guide growth and make recommendations to ensure that development is consistent with the Master Plan. As the main author and "custodian" of the Town's Zoning By-Law, the Board is responsible for conducting public hearings and making recommendations on proposed amendments to the Zoning By-Law, which must be approved by Town Meeting. The Board also regulates the subdivision of land and the construction of new roadways, grants site-plan approval and special permits for various land-use proposals required by the Town's Zoning By-Law, and reviews all petitions for variances and other zoning matters filed with the Zoning Board of Appeals.

During 2019, the Planning Board met nineteen times, scheduled twenty-six appointments and held twelve public hearings addressing a wide variety of issues and opportunities facing our community. We are pleased to submit a summary of our activities and accomplishments in 2019.



Planning Board (from left to right): Gordon Allen, James Rooney, James Moore, Jeffrey Smith, Tracey Plantier, John McCloskey

Development Activity

The Planning Board was kept busy dealing with the various residential and commercial projects proposed in the Town during the past year as follows:

- ♦ Seven non-subdivision plans submitted by property owners were reviewed and approved. These are plans that revise existing property boundaries or divide land along existing road frontage and do not require subdivision approval. A total of six new residential building lots were created on existing town roads through the non-subdivision process.
- ♦ Although no subdivision applications were submitted in 2019, the Planning Board continued to monitor the progress of construction in the four previously approved subdivisions under our jurisdiction. The North Hills Lane and Sherwin Road subdivisions were issued final certificates of completion in the Spring and the subdivision roads were accepted as public ways at the Annual Town Meeting, while the Samble Estates and Willow Brook Estates subdivisions are in the final stage of completion with the roads targeted for acceptance as public ways in 2020.
- ♦ Seven Special Permit zoning applications were approved to allow the following projects to be constructed: 1.0 MW (AC) commercial solar energy facility at 676-676V Tinkham Road; an oversized detached garage at the McGovern residence at 7 Powers Drive; a common driveway to provide access to adjacent homes on the Roach property located at 652 and 658 Stony Hill Road; a Master Sign Plan for commercial signage on property located at 2030 Boston Road; a detached pool shed at the Maldonado residence at 20 Tracy Drive; an oversized attached garage at the Fusco residence under construction at 851 Ridge Road; and an oversized detached garage at the Pietras residence under construction at 592 Ridge Road. A special permit application to construct a 7.6 MW (AC) commercial solar energy facility at 285 Three Rivers Road was denied and the Board remained preoccupied with defending against an appeal of the denial in Massachusetts Land Court.
- ♦ Ridgeline and Hillside District Site Plan approval was granted for the construction of new single-family homes at 592 Ridge Road and 851 Ridge Road.
- ♦ Site Plan Approval was granted to allow renovations and the construction of an addition to the Gill Chapel and Library located on the Wilbraham Monson Academy campus at 404 Main Street.
- ♦ The Planning Board reviewed and provided feedback as needed on six Zoning Board of Appeals applications.

Zoning By-Law Amendments

At the Annual Town Meeting in May, voters adopted two articles amending the Zoning By-Law that were sponsored by the Planning Board.

- The first article comprehensively revised the regulations governing Large-Scale Ground-Mounted Solar Energy Systems in section 10.7.
- The second article rezoned the land located at 5 Woodland Dell Road from Residence-40 (R-40) to Neighborhood Office (N.O.).

Membership and Organization

The Planning Board is composed of five members elected to overlapping five-year terms and one associate member appointed to a three-year term. Members of the Planning Board proudly serve the community and receive no compensation. During the past year members of the Planning Board continued to take advantage of the opportunity to attend relevant workshops and training sessions in order to keep up with the latest trends in local planning, improve the local decision-making process and more effectively serve the community as informed citizen planners.

At the annual Town election, James Moore was re-elected to serve on the Planning Board for a five-year term. The Planning Board reorganized by re-electing Jeffrey Smith as Chairman, re-electing Tracey Plantier as Vice Chair and re-electing John McCloskey as Clerk. James Moore was appointed to serve as the Town's representative to the Pioneer Valley Planning Commission and Tracey Plantier was appointed to serve as the Planning Board's representative on the Community Preservation Act (CPA) Committee. Planning Director John Pearsall, Building Commissioner Lance Trevallion, and former Administrative Assistant Nicole Moriarity who resigned her position in September, functioned as the staff liaisons between the Planning Board and other Town boards and committees.

The Planning Board holds regularly scheduled meetings on Wednesdays at 6:00 PM. Specific dates and agendas for meetings may be obtained from the Planning Office or from the Town website at <http://www.wilbraham-ma.gov>. All meetings are open to the public, and community participation from interested townspeople is always welcomed and encouraged. With your support, we will continue to provide the very best possible service for our community in the year ahead.

| | |
|--------------------------------|----------------------------------|
| Jeffrey Smith, Chair | John Pearsall, Planning Director |
| Tracey Plantier, Vice Chair | Lance Trevallion, Building |
| John McCloskey, Clerk | Commissioner |
| James Moore, Jr | |
| James Rooney | |
| Gordon Allen, Associate Member | |

Sealer of Weights and Measures

The Sealers of Weights and Measures are appointed by the Board of Selectmen and certified by the State after a written and practical exam. We assure the public that any product they purchase in the Town by weight or measure and products that are scanned for cost will be accurately priced. Every business is inspected at least once a year. The weight and measure testing equipment used by the Sealers are certified as accurate by the State every five years to provide the accuracy required by Massachusetts General Laws. Twenty-six businesses were visited during the year and five random inspections of oil and propane trucks were carried out. All ATMs and fuel pumps were again inspected for skimmers, as this is an increasing problem in our area. The following field-testing was completed during inspections resulting in \$ 4900 collected from sealing fees.

| <u>Item</u> | <u>Category</u> | <u>Sealed</u> |
|-------------------------------------|--------------------|---------------|
| Scales | Under 100 pounds | 38 |
| | 100 – 5000 pounds | 5 |
| | 5000-10,000 pounds | 1 |
| | Over 10,000 pounds | 5 |
| | Balance | 1 |
| Liquid Meters | Gasoline | 82 |
| | Diesel | 6 |
| Unit Pricing | Scanners | 61 |
| Reverse Vending (bottle/can return) | | 4 |
| Linear Measure | | 1 |

Four devices were found to be inaccurate and, after adjustments were made, they were sealed. Two businesses were given copies of the state laws and regulations in order to allow them to understand the law and better serve the public. We continue to work with our local business in a co-operative manner to assure pricing accuracy.

Please contact your Sealers if you have any questions or concerns about, cordwood, skimmers, and any products sold by weight or measure. Our email is sealer@wilbraham-ma.gov

Susan Petzold, Sealer
Gary Petzold, Deputy Sealer

Zoning Board of Appeals

The purpose of the Board of Appeals is to hear and decide petitions for variances from the terms of the Zoning By-Law with respect to particular land or structures, but not to include variances for use; to hear and decide applications for special permits upon which the Board is empowered to act under the By-Law; to hear and decide appeals from any person seeking enforcement action under the provisions of M.G.L. Chapter 40A (the State Zoning Act); and to issue comprehensive permits for low- and moderate-income housing authorized by M.G.L. Chapter 40B.

Continued on page 46

The Board of Appeals is a five-member board appointed by the Board of Selectmen for staggered three-year terms consisting of three full members and two associate members. The Board works closely with and relies upon assistance from Planning Director John Pearsall and Building Commissioner/Zoning Enforcement Officer Lance Trevallion. The Board of Appeals is a five-member board appointed by the Board of Selectmen for staggered three-year terms consisting of three full members and two associate members. The Board works closely with and relies upon assistance from Planning Director John Pearsall, Building Commissioner/Zoning Enforcement Officer Lance Trevallion, and Administrative Assistant Nicole Moriarty.

This past year, the Board of Appeals met seven times, held six public hearing sessions, and issued decisions on the following applications.

Respectfully submitted,
Zoning Board of Appeals
 Edward E. Kivari Jr., Chairman
 H. Clark Abbott (Resigned May 31, 2018)
 Mark Albano
 Charles Pelouze
 Betsy Johnsen, Associate
 Jamil Eyvazzadeh, Associate (Appointed 3/25/19)

This past year, the Board of Appeals met five times, held six public hearing sessions, and issued decisions on the following applications:

| APPLICANT/APPLICATION | ADDRESS | DECISION |
|--|---------------------|----------|
| 2030 Boston Road, LLC Transfer of Special Permit for existing used automobile business to new owner. | 2030 Boston Road | Approved |
| Irving & Mary Danio Side yard setback variance for existing pool shed. | 4 Oak Ridge Drive | Approved |
| Classic Site Solutions, Inc. & Taavi, LLC Special Permit for new office/garage building and contractor's yard. | 2338 Boston Road | Approved |
| 2030 Boston Road, LLC Special Permit for multi-tenant commercial building. | 2030 Boston Road | Approved |
| Main Street Rentals, LLC Rear yard setback variance for existing detached garage. | 309-311 Main Street | Approved |
| JAZ-1 Investments, LLC Special Permit for a new multi-tenant commercial building | 1997 Boston Road | Approved |



New Medic 1 -
 Photo Courtesy of
 Massfiretrucks.com

Public Safety

Ambulance Oversight Committee

The Ambulance Oversight Committee continues to work with the Fire Chief and the administrative staff in overseeing the operation of the ambulance service. The committee's primary duty is reviewing and acting upon ambulance service fee abatements in accordance with well-established policy and protocol. In addition, ambulance fee schedule and structure are accessed in accordance with regulatory authority. It is our purpose to keep the ambulance service functional within the fire department.

It is important to note the Town's ambulance service remains self sufficient on a receipts reserved basis, and continues to serve the Town extremely well. During 2019, the ambulance service within the fire department treated 2108 patients and transported 1,800+ patients to local area hospitals. Of these transports, BSMC-Spfd was the destination 41% of the time, with BSMC-Wing at 35.17%, Mercy at 14.88%, Holyoke at .18%, BSMC- Mary Lane at .06% and other facilities at .06%. The top five patient medical conditions are Traumatic Injury, Pain (non-specific), Other, Respiratory Distress, and Psychological.

This past year has been the second year since we instituted an EMS regional training program with Longmeadow and Ludlow Fire Departments. This has enabled us to provide enhanced training for our people in addition to creating a much easier process in managing our training needs. With streamlining the process, there has been cost savings for all three departments. Our fire department is always looking at various ways in which we do business and having these regional partnerships is just one example.

In September, the new ambulance Medic 1 was put into service. All members have received training on its operation and it has been very busy since being placed into service.

Public Safety

Continued from page 46

We continue to update ambulance policies that need to be done to reflect changes with State Regulations. These updated policies are merged with existing fire department policies so that references can be made from one document just by adding an additional EMS Section.

Thanks go out to so many people who have made generous donations to the Ambulance Gift Fund in memory of a loved one. We have been benefactors of this generosity for many years and we are very grateful.

Respectfully submitted on behalf of the
AOC,
Fire Chief
Michael E. Andrews

Committee Members:

Paula L. Chevrier
John Rigney
Tom Hurley
Heather Mullen

Fire Department, Emergency Medical Services & Emergency Management

*Mission Statement of the
Wilbraham Fire Department:
Our mission is to minimize personal and
community risk from fires, medical
emergencies and other threats to life and
property through prompt emergency
response, public education and code
enforcement. In our performance, we will
utilize all available resources, placing the
highest priority on the preservation of life
and health, followed by the protection of
property and incident management.*

The Wilbraham Fire Department does not just respond to fires. This department is an all hazards department that responds to many types of calls for service. Fire suppression, emergency medical services, code enforcement, SAFE Education, various rescue services such as

auto extrication, ice and water rescue, and hazardous materials incidents are just some of the types of incidents that the department responds to.

Safety to our personnel is the administration's top priority. This year we developed a run card for the department to operate off of when an emergency occurs. This aids in getting resources to an incident in a quicker more organized way. In addition, a committee made up of department members was formed to update the specifications to the protective turnout gear the firefighters wear. Updating the specifications provides for the latest advancements in protection available for the firefighters.

Chief David Bourcier, Captain Tom Shaw and Captain William Manseau each retired earlier this year all with more than 30 years of service to this community. They have all been mentors to many of the firefighters and we appreciate their knowledge and abilities. We wish them the best in retirement. In addition, we appointed two new Firefighters to fill those vacancies. The Firefighters are Privates Devan Beane and Taran Savoie. We are very fortunate that both of our new Firefighter's have prior experience in fire and EMS in which both of them came from other Fire Departments. The department also promoted two firefighters to the rank of Captain. Anthony Arventos a department member with 10 years of service will be the Captain of "B" group and Captain Mathew Walch a member of 9 years will be the Captain of Fire Prevention.

This past year we saw the passing of former call-firefighter and friend of the department Ronald VonFlatern. Ronald was a dedicated person who served the department and the community for many years. At our annual open house we recognized department Jeffrey Kristek with the Wilbraham Firefighter of the Year Award.

Jeff's commitment to personal fitness helps his fellow firefighters prepare to do their job.

In September the new ambulance Medic 1 was put into service. All members have received training on its operation and it has been very busy since being placed into service.

The department received \$155,000 in a grant from FEMA to purchase new air packs. A committee was formed to evaluate the needs of the members and the options of air packs that are available. After

many hours of meeting and testing equipment the committee recommended going with MSA air packs.

The department received the packs and as well as extensive training. After each member was fit tested, the packs were placed into service in December.

Training continues to be an important part of our state of readiness in 2019. The members of the department completed over 4300 hours of training to maintain and improve the proficiency of this department. Other training included the utilization of outside resources such as National Grid, Massachusetts Emergency Management, Friendly Ice Cream Corporation and Columbia Gas. We are very grateful with the partnerships that we have developed over the years and continue to develop as we move toward the future.

Emergency Management preparedness has been an ongoing process with updating Emergency Action Plans for Nationalgrid, Columbia Gas, and Massachusetts Water Resources Authority. Annual meetings with our community partners were held to discuss strategies on emergency management. This is valuable in helping to develop good working relationships prior to an emergency.

This year we received a total of \$4,000.00 in a grant from MEMA to purchase mobile radio upgrades for better interoperability with our mutual partners. The Emergency Management Performance Grant Program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation.

All members of the fire department continue to be updated on various levels of upgrade in-regards to the National Incident Management System (NIMS) training. This training provides a consistent nationwide template to establish a model for federal, state, tribal, local governments, private sector and non-governmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from emergency incidents regardless of cause, size or complexity.

We have also renewed our contract with Blackboard Connect. This system allows authorized Town officials to create and rapidly disseminate time-sensitive messages to every home phone, business phone, cell phone (with text messages) and email addresses stored in the notification database. With this system, authorized officials can send thousands of messages in minutes. You can sign up now by going to the town website and click on the Blackboard Connect tab.

In addition, the department purchased two new software programs for incident reporting and staffing. These programs will allow us to better track the activities of the department. This new software will put inspections, training, and apparatus maintenance under one platform resulting in more efficient record keeping.

This year we continued to receive SAFE and Senior grant funds from the Massachusetts Executive Office of Public Safety and Security. The SAFE program provides students with first-hand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving fires that occur. The senior program was created with the support of the Legislature to offer funds to local communities in support of senior fire prevention training and is aimed at educating seniors, among the vulnerable populations at risk of fire-related deaths, on fire prevention, general home safety and how to be better prepared in the event of a fire.

The department's run volume continues to grow. For the first time in the department's history we surpassed 3,000 emergency calls. This is an increase of 6% from last year and an increase of over 11% from 2017. Many times, an outside agency is being called in to handle overlapping medical and other emergency calls. Over 50% of calls have overlap in which most cases require outside mutual aid. Handling the run volume with the current staffing levels proves to be challenging at best. The department is currently looking into cost effective ways to increase on duty staffing.

Finally, I would like to thank the community, its leaders, voluntary boards and firefighters, past and present who have supported this department in so many ways. In addition, our community partners for working with us in keeping this community safe. It takes many people for this organization to be successful in meeting our obligations. I feel we have accomplished this goal and I am very proud of being a part of an organization that really cares about the community we serve.

Respectfully submitted,
Michael E. Andrews
Fire Chief / EMD

Board of Fire Commissioners:
Ralph Guyer
Gary Petzold
Edward Rigney



Wilbraham Fire Department Medic 1 and Ladder 1
Photo courtesy of Wilbraham Fire Department

| FIRE DEPARTMENT ACTIVITY 2019 | |
|---------------------------------------|--------------|
| Fire / Emergency Responses | 987 |
| Emergency Medical Responses | 2111 |
| Fire and Safety Inspections & Permits | 1612 |
| Totals | 4,710 |

Fire Department Roster

| | |
|---------------------|----------------------------|
| Michael Andrews* | Fire Chief |
| Peter Nothe** | Deputy Fire Chief |
| Mathew Walch * | Captain of Fire Prevention |
| Vacant / Not Filled | Captain of EMS & Training |
| Lena McCaffrey | Administrative Assistant |
| Melissa Torres | Ambulance Billing Clerk |

| | |
|-----------------------|-------------------------------------|
| Daniel Corliss** | Captain "D" Group |
| Josh Mullen** | Captain "A" Group |
| Kevin Brown ** | Captain "C" Group |
| Anthony Arventos** | Captain "B" Group/Head Mechanic |
| Dane George ** | Senior Private |
| Richard Hatch Jr. ** | Senior Private |
| Victor Robidoux ** | Senior Private |
| James Royce ** | Senior Private / Assistant Mechanic |
| Jason Dimitropolis ** | Private |
| Jeffery Witek ** | Private |
| Patrick Farrow ** | Private |
| Chris Houghton ** | Private |
| Adam Hart ** | Private |
| John Fitzgerald ** | Private |
| Jeff Kristek ** | Private |
| Andrew Nothe ** | Private |
| Mathew Sterling** | Private/EMS Coordinator |
| Derrick Merrill** | Private |
| Scott Flynn** | Private |
| Devan Beane* | Probationary |
| Taran Savoie* | Probationary |
| Vacant | Probationary |
| | |
| | |

EMT*
Paramedic**

Animal Control Officer

2019 was a year of transition in personnel for Animal Control. Tammy Turcotte started the year as the Animal Control Officer. She informed the Board of Selectmen in January that she would need to be out on extended leave beginning in February. Mike Masley offered to come out of retirement to serve in an interim capacity. He served as the Interim ACO from early February until late June. Rachel Taylor, Animal Inspector, declined reappointment when her term ended in April. I was appointed to the Animal Inspector position in May. In July, I was also appointed as Interim Animal Control Officer, upon Mike's retirement as the Interim ACO. I served as Interim ACO until late September. Tammy gave notice to the Town in mid-September that she would not return as the ACO. The Board of Selectmen then appointed me as the permanent ACO. I served the remainder of 2019 as the Animal Control Officer and the Animal Inspector.

I would like to extend a whole-hearted thank you to our Board of Selectmen and the Wilbraham Community for appointing me ACO in Sept, and giving me the opportunity to serve our residents and all their fur babies and creatures. An additional thank you goes out to all my fellow departments that assist me with the transition into the ACO position. This would not have been possible without all of you. I will continue to provide a safe haven for all the lost pets or those in need of a new home.

At the end of this past 2019 calendar year, a total of 2,568 dogs were licensed within the Town. This is an increase of 122 dogs over 2018. Thank you to those residents that complied. The Town licensing period begins January 1 and expires on December 31 of the same year. This is a yearly renewal and additional fee will be applied after the month of April. To obtain a required town dog license you must bring proof of up-to-date rabies vaccinations to the Town Clerk's Office and pay the set fee.

Animal Control responded to approximately 1,000 call this past year. These call pertained to town by-laws violations/complaints, stray animals, deceased or injured animals and variety of wildlife calls. Residents are reminded never to approach, attempt to capture, or touch presumably sick or injured wildlife. Call the Police Department or Animal Control for immediate assistance.

Animal Control removed over 100 deceased animals from the public roadways. Motorists are asked to use extra care when driving so the creatures may live to see another day.

As a final thought I would like to remind residents that we should always respect our neighbors and their property. Our pets are extensions of your family and it is the owner's responsibility to keep their pets safe at all times, especially to pay extra attention during the cold and hot seasons.

Respectfully submitted,
Ricky Seldomridge, Animal Control Officer

Central Dispatch

The concept of a Centralized Dispatcher Center was put in place by the Town of Wilbraham's Police and Fire Departments in 1979. This model is still being replicated by other Communities and Regional Dispatch Centers. It works! Mutual respect, professionalism, training and community provide the foundation for the very fine Public Safety response system in Wilbraham.

The professional staff of full time and part time Dispatchers has participated in several different training opportunities during 2019. We hosted a few trainings in the Community Room at Police Headquarters with attendees from all over Western Massachusetts and plan to host several more during 2020, with attendees from across the Commonwealth.

In 2019, Wilbraham Public Safety Communications (Central Dispatch) processed 25,346 calls for service in our CAD system. This is up approximately 9% from 2018 where 23,193 calls for service were recorded. Citizens are reminded that the non-emergency number for Wilbraham Police is 413.596.3837 and non-emergency for the Wilbraham Fire Department is 413.596.9771. Security, Fire and Medical alarms should be given the 413.596.9771 number for Public Safety Dispatch. Massachusetts NG911 has evolved again in Wilbraham. Wilbraham PSAP now answers Phase 2 9-1-1 cellular calls direct. What this means is when calling 9-1-1 from a cell phone that has a good GPS location, the call will be sent directly to Wilbraham Public Safety Communications (Central Dispatch) without having to be routed

through another PSAP first. This means quicker response times for First Responders. In 2020, Phase 1 9-1-1 calls originating in Wilbraham will be routed to Wilbraham Public Safety Communications as well, meaning almost all cellular 9-1-1 calls for Wilbraham will not be routed through another PSAP further enhancing response times for First Responders. Wilbraham will be one of only a handful of communities in the Commonwealth accepting Phase 1 9-1-1 cellular calls.

In May of 2019, Shirley Rae retired from the Town of Wilbraham as the Dispatch Supervisor after serving 38.5 years. I, Anthony Gentile Jr was promoted to Dispatcher Supervisor on May 17th 2019. I want to thank Shirley for her dedication and hard work for the years that she

Parking Clerk

worked in Wilbraham. She taught all of us here in Communications so much. I know have big shoes to fill and will do my absolute best to lead all of our professional Dispatchers moving forward.

Finally I would like to thank the community, its leaders, voluntary boards and Dispatchers past and present who have supported this department in so many ways. It takes many people for this organization to be successful in meeting our obligations. I am very proud to be a part of an organization that cares about the community we serve.

Respectfully submitted,
Anthony E Gentile Jr,
Dispatch Supervisor

Mark Duclos
Linda Hatch
Brian Kibbe
Annie Murphy
Jeffrey Hastings
Johnathan Danek
David Clark
David Squires
Brandon Chabot
Brent DiMascola

The Parking Clerk works collaboratively with the Wilbraham Police Department to enforce the Town's parking by-laws. The Parking Clerk is responsible for collecting parking citation fees, issuing late fees, sending courtesy letters prompting citation payment and resolution, and processing unpaid parking citations with the Massachusetts Registry of Motor Vehicles (RMV) through the assistance of Arthur P. Jones and Associates.

Parking citation fees can range from \$15, \$50 to \$200, excluding late fees. A \$10 late fee is added to the original parking citation fee after 21 days of non-payment. After approximately 41 days of non-payment of the parking citation fee, the driver's name and registration information is forwarded to the RMV to be "marked." This is an attempt for the Town to collect the outstanding fees. The payment of the parking citation fee is enforced; whereas, the fees must be paid to the Town of Wilbraham before the RMV will conduct any business with the violator, such as renewing a driver's license, registering a car, etc.

The parking citation fee for parking offence violation #26 is \$200, with a late fee of \$50 after 21 days of non-payment. All monies collected for this type of parking violation are allocated to the Commission on Disability to be utilized towards accessibility projects, etc.

In 2019, 32 parking citations were issued in the Town of Wilbraham. Additionally, one parking citation from a previous year was resolved through payment. Two parking citations this year included more than one violation. The breakdown of parking violations related to parking citations issued and resolved in 2019 can be found in the charts below.

For more information about parking regulations, please visit www.wilbraham-ma.gov or contact the Parking Clerk at 413.596.2800 ext. 101.

Respectfully submitted,
Heather Kmelius
Parking Clerk

2019 Breakdown of Parking Violations - 32 Citations with 34 violations

| Parking Violation # | Violation | Fine/Fee for Violation | # of Violations in 2019 |
|---------------------|---|------------------------|-------------------------|
| 1 | Parked within a designated no parking zone | \$15.00 | 2 |
| 5 | So as to obstruct a driveway or private way | \$15.00 | 2 (1 with a tow) |
| 12 | So as to leave less than ten (10) feet wide unobstructed lane to the curb, edge or solid center line(s) of a street, highway or way | \$15.00 | 2 |
| 19 | Within a fire lane | \$15.00 | 11 |
| 21 | On town property, except as a business or social invitee | \$15.00 | 2 |
| 22 | On school district property without a current parking sticker or except as a business or social invitee | \$15.00 | 2 |
| 26 | So as to obstruct or occupy a designated disabled veterans or handicap ramp, cross hatch area (as defined by M.G.L. C. 40 s. 22a and/or 521 CMR, as amended from time to time) or parking without proper permit | \$200.00 | 13 |

In 2019, the collection efforts for parking citation fines were as follows:

2019 Collection of Parking Citation Fines

| # of Parking citations | Action Taken - Parking Citation | Fee Collected |
|------------------------|---|-------------------|
| 18 | Paid prior to late fee issued | \$1,195.00 |
| 2 | Paid after late fee issued | \$85.00 |
| 2 | Parking citations sent to the RMV for "marking" | |
| 9 | Appealed citations (4 sustained, 4 overturned and demand for payment issued, 1 pending) | |
| 20 | Parking citation payments received (2017 citation paid = 1, 2019 citations paid = 19) | \$1,280.00 |
| | Total of fees Collected in 2019 | \$1,280.00 |

Police Department

As seen in this year-end review, 2019 has brought many new changes and exciting improvements to the Wilbraham Police Department.

The Police Department had three officers retire this year: Sergeant Daniel Carr, Officers Lawrence Rich and Harold Swift. Sergeant Carr worked for the department for 31 years, Officer Rich for 26 years and Officer Swift for 24 years. Their dedication and service to the Town will be truly missed but not forgotten. The Wilbraham Police Department would like to thank these officers for their service and wish them a very happy, healthy and well-deserved retirement. The department also lost a fourth officer this year. Officer Joseph Brewer resigned to teach criminal justice. Officer Brewer worked for the department for 12 years and was best known as the K-9 officer for the department. We wish Joe the best with his new career.

The Wilbraham Police Department would also like to welcome four new officers who joined the team in 2019. They are Patrolmen Charles Moore, Mark Harris, Benjamin Regin and Joshua Gagnon. Officer Moore came to us from Lasalle College. He is currently assigned to the 3-11 shift. Officer Harris came to us from the MBTA Transit Police and currently works the 3-11 shift. Officer Regin previously worked for the town of Ware and is currently working the 3-11 shift. Joshua Gagnon is our newest officer. Josh came from the Vermont State Police and will be assigned to the midnight shift. All four officers are well-trained with experience and are a welcome addition to the department. If you happen to run across any of these new officers out in the Town, please feel free to stop and introduce yourself to them.

A change was made within the supervisory staff. We would like to congratulate Brent Noyes, who was promoted to the rank of Sergeant and is currently assigned to the midnight shift. Brent has been working as a patrolman in Wilbraham since 2012. We would also like to welcome Maria Gildea to our staff. She is currently the Administrative Assistant to the Chief.

The year 2019 has brought many new progressive additions to the Department as well. Thanks to the generous donation from the Wilbraham/Monson Academy and a grant from the state, all officers are carrying Axon Tasers. These Tasers are non-lethal electric weapons used to help police officers control suspects as an alternative to firearms.

Also, in an effort to provide better traffic enforcement for the town residents, the Department purchased a new portable speed reader. This unit is put out by Officer Strong (traffic officer) on telephone poles in areas that have seen increases in traffic complaints. The data from this machine allows the Police Department to zero in on the time when offenders are speeding. We have also purchased electronic LCD traffic flares and 20 new expandable traffic barriers for accident and road job scene safety.

We are looking forward to serving the citizens of Wilbraham in 2020. We ask if you have any concerns to please notify us immediately so we can put your mind at ease. We are here to serve you! The Wilbraham Police Department would like to thank the community for its ongoing support and generosity throughout the years.

POLICE DEPARTMENT PERSONNEL

CHIEF

Robert G. Zollo

CAPTAINS

Timothy F. Kane, Jr
Edward C. Lennon

SERGEANTS

Mark A. Paradis
Shawn B. Baldwin
Jeffrey Rudinski
Christopher Arventos
Brent Noyes

PATROLMEN

Thomas P. Korzec
Daniel E. Menard-School Resource Officer
Michael J. Cygan
Aderico P. Florindo-Investigator & Court Officer
Thomas D. Motyka
Justin R. Wall
James E. Gagner
Sean Casella-Investigator & Court Officer
Daniel Ryan
Brian Strong
Steven Glenn
Mark Shlosser
John Perry, II
Karl Osborn
Douglas W. Costa, Jr
Charles Moore
Mark Hamis
Benjamin Regin
Joshua Gagnon

ADMINISTRATIVE ASSISTANT

Maria H. Gildea

Police Department

I. CRIMINAL COURT COMPLAINTS

PRIMARY ARRESTING OFFENSE

| | |
|-----------------------------|------------|
| SEXUAL ASSAULT | 4 |
| ROBBERY | 0 |
| ASSAULT AGGRAVATED | 12 |
| ASSAULT SIMPLE | 28 |
| INTIMIDATION | 0 |
| ARSON | 0 |
| RESTRAINING ORDER VIOLATION | 7 |
| BURGLARY/BREAK & ENTER | 6 |
| SHOPLIFTING | 67 |
| THEFT FROM BUILDING | 0 |
| THEFT FROM MOTOR VEHICLE | 7 |
| ALL OTHER LARCENY | 7 |
| MOTOR VEHICLE THEFT | 1 |
| FALSE PRETENSES/SWINDLE | 7 |
| EMBEZZLEMENT | 0 |
| STOLEN PROPERTY OFFENSES | 7 |
| VANDALISM | 6 |
| DRUG/NARCOTIC VIOLATION | 7 |
| WEAPON LAW VIOLATION | 0 |
| BAD CHECKS | 0 |
| DISORDERLY CONDUCT | 2 |
| DRIVING UNDER THE INFLUENCE | 35 |
| PROTECTIVE CUSTODY | 6 |
| FAMILY OFFENSE/NON-VIOLENT | 0 |
| LIQUOR LAW VIOLATION | 3 |
| RUNAWAY | 0 |
| TRESPASS OF REAL PROPERTY | 2 |
| ALL OTHER OFFENSES | 75 |
| TRAFFIC/BY-LAW | <u>231</u> |
| TOTAL | 520 |

II. PERSONS ARRESTED OR CHARGED OFFENSE TYPE

| | |
|-----------------------|------------|
| A. Criminal | 248 |
| B. Motor Vehicle | 266 |
| C. Protective Custody | <u>6</u> |
| TOTAL | 520 |

III. PERSONS ARRESTED OR CHARGED BY AGE

| | |
|--------------|------------|
| A. Adults | 504 |
| B. Juvenile | <u>16</u> |
| TOTAL | 520 |

IV. PERSONS ARRESTED OR CHARGED BY OFFENSE TYPE/AGE

| | |
|-----------------------|------------|
| A. Criminal | |
| Adults | 238 |
| Juvenile | 10 |
| B. Motor Vehicle | |
| Adults | 260 |
| Juvenile | 6 |
| C. Protective Custody | |
| Adults | 6 |
| Juvenile | <u>0</u> |
| TOTAL | 520 |

V. PERSONS ARRESTED OR CHARGED BY SEX

| | |
|---|------------|
| A. Adults Charged | |
| Male | 356 |
| Female | 148 |
| B. Juvenile | |
| Male | 4 |
| Female | 6 |
| C. Adults placed in protective custody | |
| Male | 4 |
| Female | 2 |
| D. Juveniles placed in protective custody | |
| Male | 0 |
| Female | <u>0</u> |
| TOTAL | 520 |

VI. PERSONS INCARCERATED BY AGE/SEX

| | | |
|--------------|---------|------------|
| A. Adults | Males | 142 |
| | Females | 52 |
| Juveniles | Males | 1 |
| | Females | <u>2</u> |
| TOTAL | | 197 |

VII. UNIFORM TRAFFIC OFFENSES

| | <u>Civil</u> | <u>Warning</u> |
|------------------------------|--------------|----------------|
| Violate RMV Rules/Regulation | 5 | 51 |
| Stop Sign/Red Lens Violation | 19 | 207 |
| Text Messaging | 2 | 27 |
| Improper Pass/Marked Lanes | 19 | 80 |
| Seatbelt | 6 | 16 |
| Child Restraint | 0 | 0 |
| Passing School Bus | 2 | 2 |
| Speeding | 103 | 513 |
| Fail Inspect M/V | 82 | 368 |
| Defective Equipment | 22 | 293 |
| Unregistered Motor Vehicle | 8 | 21 |
| No License/Reg In Possession | 6 | 32 |
| All Other Moving Violations | 10 | 11 |
| Recreation Veh. Violation | <u>0</u> | <u>0</u> |
| TOTAL | 284 | 1621 |

MOTOR VEHICLE VIOLATIONS BY TYPE

| | |
|------------------------------|-------------|
| A. Uniform Traffic Citations | 284 |
| B. Warnings | 1621 |
| C. Parking Violations | <u>31</u> |
| TOTAL | 1936 |

IX. UNIFORM CRIME REPORT (FBI CRIME INDEX OFFENSES)

| | |
|---------------------|------------|
| Forcible Rape | 1 |
| Robbery | 0 |
| Assaults | 91 |
| Burglary | 23 |
| Larceny-Theft | 157 |
| Motor Vehicle Theft | 8 |
| Arson | <u>0</u> |
| TOTAL | 280 |

X. BURGLARY BREAKDOWN

| | |
|------------------------|-----------|
| Forced Entry | 12 |
| Unlawful Entry | 6 |
| Attempted Forced Entry | <u>5</u> |
| TOTAL | 23 |

XI. LARCENY BREAKDOWN

| | |
|--------------------------------|------------|
| Larceny over \$ 200 | 67 |
| Larceny between \$ 50 & \$ 200 | 52 |
| Larceny less than \$ 50 | <u>38</u> |
| TOTAL | 157 |

XII. VEHICLE ACCIDENTS

| | |
|---------------------------|------------|
| Fatal Accidents | 3 |
| Personal Injury Accidents | 82 |
| Property Damage Accidents | <u>255</u> |
| TOTAL | 340 |

X111. PERSONS INJURED IN M/V ACCIDENTS

| | |
|-----------------|-----------|
| Persons Killed | 3 |
| Persons Injured | <u>77</u> |
| TOTAL | 80 |

XIV. OTHER ACTIVITY—PUBLIC LOG

| | | | |
|---------------------------------------|--------------|--------------|-------|
| Call Incidents | Citizen-8527 | Police 16612 | 25239 |
| Call Incidents needing further invest | | | 913 |
| Alarms Investigated | | | 1214 |
| Lost/Missing Persons | | | 34 |
| Suspicious Persons/Activity | | | 742 |
| Deaths Investigated | | | 12 |
| Harassment | | | 50 |
| Towed M.V.'s | | | 355 |
| Domestic Disturbances | | | 171 |
| Vandalism | | | 62 |
| Unsecured Buildings | | | 13 |
| Shoplifting | | | 98 |

Police Department

XV. STOLEN PROPERTY BREAKDOWN

There was a total of \$ 124,295.00 taken in break-ins and larcenies.
 There was a total of \$ 58,300.00 taken in motor vehicle thefts.
 There was a total of \$ 0.00 taken in robberies.
 There was a grand total of \$ 182,595.00 in property stolen in town in 2019.

XVI. RECOVERED PROPERTY

26,930.00 recovered — does not include vehicles.

XVIII. PERMITS ISSUED

| | |
|----------------|-----|
| Pistol Permits | 332 |
| F.I.D. Cards | 25 |

XIX. FEES COLLECTED

| | |
|------------------------------|------------------|
| Pistol Permit / F.I.D. Cards | 25,900.00 |
| Commonwealth General Fund: | 19,275.00 |
| Town of Wilbraham: | 6,625.00 |
| Video/Report Requests | 4,133.12 |
| TOTAL | 30,033.12 |

STATISTICAL COMPARISON FOR UNIFORM CRIME REPORT-FBI CRIME INDEX

| | 2018 | 2019 | % CHANGE |
|----------------------|------------|------------|-------------|
| Criminal Homicide | 0 | 0 | 0% |
| Rapes | 6 | 1 | -83% |
| Robbery | 1 | 0 | -100% |
| Assault | 80 | 91 | +14% |
| Burglary / Res / Bus | 17 | 23 | +35% |
| Larceny | 131 | 157 | +20% |
| Auto Theft | 2 | 8 | +300% |
| Arson | 0 | 0 | 0% |
| TOTAL | 237 | 280 | +18% |

STATISTICAL COMPARISON FOR W.P.D. ACTIVITY INDEX

| | 2018 | 2019 | %Change |
|-----------------------|-------|-------|---------|
| Call Incidents | 23169 | 25239 | +9% |
| Written Complaints | 894 | 913 | +2% |
| Alarms Responded To | 963 | 1214 | +26% |
| Protective Custody | 9 | 6 | -33% |
| Criminal Arrests | 207 | 248 | +19% |
| Vandalism | 59 | 62 | +5% |
| Domestic Disturbance | 167 | 171 | +2% |
| M.V. Accidents-Fatals | 1 | 3 | +200% |
| M.V. Accidents-Injury | 66 | 82 | +24% |
| Property Damage | 250 | 255 | +2% |
| M.V. Accidents-Total | 316 | 340 | +8% |
| Shoplifting | 79 | 98 | +24% |

MOTOR VEHICLE VIOLATIONS CITED:

| | 2018 | 2019 | %Change |
|--------------|-------------|-------------|-----------|
| Civil | 370 | 284 | -23% |
| Warnings | 1541 | 1621 | +5% |
| Arrest M/V | 266 | 266 | 0% |
| TOTAL | 2222 | 2171 | 0% |

Health & Human Services

Cemetery Commissioners



The logo used by the Cemetery Commission for many years is of the grave of Eunice Chapman who died March 30, 1789 at the age of 17. She and her parents, Isaiah and Hazadiah (Soyer) Chapman and brother Isaiah Chapman were from East Haddam, Ct. and were Quakers who travelled north through Wilbraham to attend meetings. On their return on Monday, March 30, Eunice died in Wilbraham and was buried in the nearest cemetery which was Glendale Cemetery. Although Eunice is the only member of her family buried in Wilbraham, the monument to her memory was done with a great deal of love and care and is still in excellent condition.

The Wilbraham Cemetery Commission is responsible for the operation of the three Town-owned cemeteries: Adams Cemetery located on Tinkham Road, East Wilbraham located on Boston Road, and Glendale Cemetery located at the intersection of Glendale and Monson Roads.

In 2019 there were a total of 9 burials: 3 in Adams, 2 in East Wilbraham, 4 in Glendale; 4 were full burials and 5 were cremations.

ADAMS CEMETERY

In October the annual Adams Cemetery Tour sponsored by the Athenaeum Society was cancelled due to a lack of volunteers for the participating characters. Hopefully the program may continue next year.

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Health & Human Services

The chart shows the burials for a ten-year period indicating the increase in cremation burials.

| Wilbraham Town Cemetery Burials | | | | | | | | | | |
|---------------------------------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|---------------|
| YEAR | ADAMS | | | EAST | | | GLENDALE | | | 10 Year TOTAL |
| | Total | Full | Cremation | Total | Full | Cremation | Total | Full | Cremation | |
| 2010 | 9 | 2 | 7 | 4 | 0 | 4 | 4 | 4 | 0 | 17 |
| 2011 | 9 | 3 | 6 | 1 | 1 | 0 | 4 | 3 | 1 | 14 |
| 2012 | 6 | 4 | 2 | 5 | 4 | 1 | 3 | 1 | 2 | 14 |
| 2013 | 6 | 3 | 3 | 0 | 0 | 0 | 3 | 0 | 3 | 9 |
| 2014 | 8 | 4 | 4 | 1 | 0 | 1 | 9 | 7 | 2 | 18 |
| 2015 | 9 | 6 | 3 | 2 | 1 | 1 | 5 | 2 | 3 | 16 |
| 2016 | 6 | 3 | 3 | 3 | 2 | 1 | 4 | 3 | 1 | 13 |
| 2017 | 5 | 4 | 1 | 4 | 0 | 4 | 3 | 1 | 2 | 12 |
| 2018 | 7 | 3 | 4 | 4 | 0 | 4 | 6 | 5 | 1 | 17 |
| 2019 | 3 | 2 | 1 | 2 | 1 | 1 | 4 | 1 | 3 | 9 |
| TOTAL | 68 | 34 | 34 | 26 | 9 | 17 | 45 | 27 | 18 | 139 |

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Two trees at the west side of the cemetery were taken down due to trunk decay and bee's nests were found in the hollowed top of the trunk.

Seven older monuments must be repaired. An application for funding has been submitted to the CPA. If approved the work will begin after July 1, 2020.

EAST WILBRAHAM CEMETERY

No major projects were needed at East Wilbraham, only routine maintenance was required. Sixteen older gravestones have been found in need of repair. An application for funding has been submitted to the CPA. If approved the work will begin after July 1, 2020.

GLENDALE CEMETERY

At Glendale Cemetery two old trees which had roots within inches of historic monuments were removed and the monuments were replaced in the original location. Otherwise regular maintenance for the upkeep of the cemetery appearance was required.

Donald R. Bourcier, Chair
Sharon L. Kipetz, Secretary
Wilfred R. Renaud, Treasurer

Senior Center

FACTS – The Senior population in Wilbraham is 4,367, according to the Town Clerk. 30% of Wilbraham residents are 60 and over.

TRANSPORTATION – The Senior Center operates the Wilbraham Senior Van, which was secured through a grant from MASSDOT and PVT. Weekly scheduled trips are made to grocery stores and local shopping areas. Volunteer Medical Drivers use their own vehicles to transport Wilbraham Seniors to medical appointments. **Transportation statistics – 1,536 rides provided; 1,301 on Senior Van, 235 Medical Drivers.**

SOCIAL SERVICES – The Senior Center offers social services/outreach to senior citizens and their families. Barbara Harrington assists residents of all ages with applications for Food Stamps and Fuel Assistance. Barbara works closely with the towns Police and Fire departments, as well as Protective Services through Greater Springfield Senior Services. Barbara also oversees the Knox Box program.

The Brown Bag program continues to be successful in assisting low income Wilbraham Seniors fight food insecurities. 100

senior households receive a brown bag full of groceries each month. Due to limited space, the program had to be cut off at 100.

Barbara Harrington and Paula Dubord applied and was accepted in a SNAP partnership with the state agency that oversees all Food Stamp applications. The Senior Center now has direct access to the states website and caseloads, allowing much quicker response to new and ongoing applications.

Social Services statistics – 406 individuals were assisted and 3,201 units of service were given.

VOLUNTEERS – The Senior Center would not be able to function without the volunteers who give of their time to the Town of Wilbraham. This includes AARP Tax Aides, Bingo Callers, Blood Pressure Nurses, Brown Bag helpers, Front Desk, Game instructors, Kitchen helpers, Library Attendants, Medical Drivers, Newsletter folders, Tai Chi instructor, van driver and weekend Meals on Wheels drivers. We also want to thank the members of the Council on Aging and the Friends of Wilbraham Seniors who donate their time to the Senior Center. **Volunteer statistics – 87 volunteers, 1,106 hours.**

| Category | Visits | Individuals |
|----------------------|--------------|-------------|
| Community Education | 1452 | 526 |
| Cultural Event | 160 | 126 |
| Fitness/Exercise | 4594 | 254 |
| Health Screening | 814 | 216 |
| Information Sharing | 351 | 177 |
| Recreation | 907 | 128 |
| Social Event | 6378 | 417 |
| TOTAL SIGNINS | 14656 | 1131 |

PROGAMS AND ACTIVITIES – Mary Ellen Schmidt schedules activities. All seniors are welcome to participate in our programs and events. Most are free of charge but some do have a minimal fee. When class size is limited, Wilbraham residents have priority.

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FEASIBILITY COMMITTEE The Feasibility Committee voted to move forward with property behind Town Hall. The Committee held a public forum at Minnechaug High School on November 13, where their final report was reviewed. The Board of Selectmen then voted to accept the report and appoint a Building Committee to finish the Feasibility Study with architect John Catlin. These costs will be funded from the \$35,000 Feasibility account that was established in January 2014.

Health Inspector/Title V Inspector/Board of Health/Advisory Board of Health

The Board of Health Agent is responsible for the enforcement of, and education for, public health issues and regulations. The position requires the inspection of all restaurants, retail food establishments, motels, tanning and piercing salons, schools, swimming pools, bathing beaches, camps for children and housing. These inspections are conducted to assure compliance with state and local regulations that govern them. When violations are observed, the facility is cited and re-inspection is conducted to verify compliance.

In addition to the above, the Health Agent is responsible for investigating complaints of trash and debris on public and private property, the health and welfare of individuals who may need assistance or guidance, noise complaints, septic system failure complaints, air quality issues, hoarding and any other concerns relating to public health. In all these instances the Health Agent conducts an inspection to determine the health risk, and follows up with a letter to, or contact with, the affected parties to eliminate the health risk. When compliance with an order is not obtained within the specified time, the Health Agent will continue enforcement through the legal process. In these cases the Inspector submits the documentation to the appropriate court and represents the Town in any sub-

sequent court proceedings.

The Health Agent also represents the Town of Hampden at the Hampden County Health Coalition and Regional Emergency Planning Committee, which meets monthly, collaborates with public health entities to improve and safeguard the quality of life for our residents and plan for natural and man-made disasters. Participating in Hampden County Health Coalition PHEP projects and deliverables, including:

- ◆ Call down and alert system drills – Health and Homeland Alert Network (HHAN), WebEOC
- ◆ Drills of components of the distribution of medical countermeasures:
 - ⇒ Emergency Dispensing Site (EDS) activation
 - ⇒ Staff notification and assembly
 - ⇒ Facility setup
 - ⇒ Use of ICS for resource management at the EDS
- ◆ Revision EDS Plans:
 - ⇒ Updating contact information
 - ⇒ Outreach to community contacts and partners
 - ⇒ Conducting periodic walkthrough of the EDS site with key stakeholders in order to evaluate the effectiveness of the proposed design and staging of circuits for dispensing and for moving people in and out of the EDS

The Board of Health and Building Department continues to work with the Attorney General's Office in with the Abandoned House Initiative. This is where blighted properties, abandoned by owners in residential areas, create safety hazards; attract crime and lower property values. The AGO's Abandoned Housing Initiative uses the enforcement authority of the State Sanitary Code to turn these properties around. Working in close partnership with cities and towns, the AGO seeks out delinquent owners of abandoned residential property and encourages them to voluntarily repair their properties and make them secure. If owners refuse, then AGO attorneys will petition the relevant court to appoint a receiver to bring the property up to code.

The Health Inspector is required to handle all aspects of the enforcement of Title V of the Environmental Code. This includes witnessing all site assessments requires during the percolation testing for new construction and repairs of all septic systems in Town. The proposed design for the new system or any component is submitted for the inspector to review/approve. The inspector is then required to conduct all field inspections of the installation to assure compliance with the approved design. In 2019 the inspector witnessed 76 percolation tests, reviewed 111 septic designs and inspected 89 installations.

Health Inspector/Title V Inspector Lorri McCool

Board of Health
Susan C. Bunnell
Robert W. Russell
Robert J. Boilard

Advisory Board of Health

Loralee Nelson
Tim O'Neil
Dr. Thomas G. Magill
Catherine Jurgens
Francis Barbaro
Dr. Thomas S. Gould
Teri Brand

Administrative Assistant Heather Kmelius

Public Health Nurse

During 2019, the office of the Public Health Nurse continued to monitor health trends, health risks, and disease outbreaks throughout our town, statewide and on a national basis. This was all done through partnerships with the Massachusetts Department of Health (MADPH), the use of the Massachusetts Virtual Epidemiological Network [MAVEN], and collaborating with the surrounding towns and other municipalities within our town. Using the MAVEN system, I was able to conduct and efficiently complete disease case management. The MAVEN system allows both state and local public health officials the ability to monitor disease trends.

The purpose is to prevent the spread of disease, reduce the effects of preventable chronic disease and to improve overall health, safety, and wellness of the community through awareness.

In the position of Public Health Nurse, I have actively participated and supported the Hampden-Wilbraham Partners for Youth-United for Safe, Healthy, and Drug-free Communities, the Advisory Board of Health for the Town of Wilbraham, and kept up-to-date on emergency planning for new and emerging infectious diseases. I have also spent the past year maintaining health event records as mandated by the MADPH.

Over the past year I have continued to develop a strong relationship with the local schools and Nurse Leader to work together on using our resources for a healthy school year. There have been a couple coordinated efforts with the school system regarding notification of specific disease processes and how the schools needed to handle these situations. There were also many conversations during the fall athletic season with regards to the EEE status of the Town and how that would affect the local community from a health standpoint. These conversations and decisions did not come without controversy, but the decisions were made with the best interest of all. From the Town's perspective in coordination with the State, we took a stance to follow the recommendations put forth by the MADPH with respect to schedule alterations and had the safety of our community as the top priority. I did receive numerous phone calls during the height of the season with requests to alter schedules, but as a whole, we felt strong enough to follow the recommendations of the State. Going forward into this upcoming year, the Town is going to entertain the idea of mosquito monitoring in order to have a better understanding of what is actually living in our community. That will be proposed to the Board of Selectman at one of the January meetings.

Over the course of the past year, I have investigated a variety of infectious diseases in our Town, with the majority of them being the flu. These diseases come across my desk through the MAVEN system and are followed up with the networking of the local medical providers in the area to ensure that all of our residents are safe.

Over the past year surveillance was done on the following diseases: Babesiosis, Calicivirus/Norovirus, Campylobacteriosis, Cryptosporidiosis, Giardiasis, Group B Strep, Haemophilus influenzae, Hepatitis C, Legionellosis, Lyme disease, Influenza, Pertussis, Tuberculosis and Vibrio sp. There were 22 cases of Lyme Disease (down from 26 in 2018), 51 cases of the flu for the calendar year 2019 (down from 129 in 2018), 1 confirmed cases of Pertussis (down from 4 in 2018), and 12 confirmed cases of Tuberculosis [1 active and 11 latent TB] in Town (down from 16 in 2018).

What I can't stress enough for this season coming up is if you have not already done so, to get your flu shot! And check up on your immunizations as well as your children's immunizations! If it's been close to 10 years since you've last had a Tdap, please get a booster! Pertussis (whooping cough) is back and very contagious and can last for almost 2 months. Also big in the news last year was the measles outbreaks. We were lucky as a community that we did not have any confirmed cases of measles in our Town, but vaccinating against the disease is the main way to prevent the spread of it.

The goal for the next year is to get our sharps disposal program up and running for residents to utilize at the Town Hall. Sharps containers will be available for purchase and drop off at a selected location once the program is up and running. For now, residents may utilize the free site at Baystate Medical Center, or our Neighbors in Ludlow at the Health Department have a service that can be utilized for \$4/ container. As a resident of this Town, I am vested in the health and wellness of not only my family but also those whom I come into contact with on a daily and weekly basis. Please don't hesitate to contact me in my office at the Town Hall. Office hours are typically Tuesday/ Wednesday 2:30-4:30pm.

Public Health Nurse
Jill Conselino, MSN, RN
jconselino@wilbraham-ma.gov

Commission on Disability

The Wilbraham Commission on Disability is the local representative of the State of Massachusetts Office on Disability. The Commission advises and assists Town officials in ensuring compliance with federal and state disability laws. Members work with the Town's Building Inspector to survey public buildings and monitor compliance with the federal ADA requirements and the Massachusetts Architectural Access Board standards. The Commission reviews employment policies and procedures, parking facilities at businesses, recreational access, publication of Town reports, and other accommodation issues for the disabled. Meetings are open to the public and the Commission provides information and consultation to citizens of Wilbraham with disabilities and their families as well as to Wilbraham businesses.

In 2019, the Commission continued its work in support of fair and equal treatment of disabled individuals. Based on Community Preservation Act grants obtained by the Commission, an accessible seating area was installed at Fountain Park this year. Construction of a ramp at the Athenaeum is currently underway, and the Commission continues to endorse accessibility renovations at the Old Meeting House on Main Street with hopes of the project launching in 2020. The Commission was the beneficiary of the Cup to Pint road race this year. Combined with the funds raised from the Peach Festival's Lantern event, the Commission looks forward to using funds raised to offer both a scholarship grant for local students with disabilities as well as a grant program to assist residents who have disabilities with improvements to their residences. The year also saw the appointment of new member: Paula Euber.

Marylou Fabbo, Chair
Deborah Cook
Diane DaSilva
Paula Euber
Kate Green
Barbara Harrington
Maureen James

Lance Trevallion, Town of Wilbraham
ADA Coordinator

Wilbraham Housing Authority

The Wilbraham Housing Authority (WHA) manages Elderly/Handicapped and Family Housing. There are two Elderly/Handicapped developments: Miles Morgan Court off of Main St. and The Pines on Stony Hill Road. The family units are scattered throughout Wilbraham.

The Wilbraham Housing Authority worked on various projects in 2019. A few of the items we have been focusing on are as follows:

The Pines: The Authority received a Certificate of Occupancy for the 9 new units completed by Marois Construction. We are in the process of screening applicants and will be filling the last of the units soon. We are also starting the process to replace the boilers.

Miles Morgan Court: The siding project was completed on the 4 buildings scheduled. We are also in the process of an exterior door replacement project that will go out to bid early this winter.

Family Units: The Bulkhead doors were replaced in the family units.

Thank You to the Minnechaug Track Teams: The Wilbraham Housing Authority (WHA) would like to thank the Minnechaug Boy's and Girl's Track Teams for their continued participation in the Spring Clean-up at our Miles Morgan and The Pines developments. During April school vacation, about 50-60 student athletes and the coaches arrived early in the morning with rakes, brooms, shovels, etc. Several hours were spent sweeping parking lots and sidewalks, raking along fences and picking up branches and debris that accumulate over the winter months. They left the place looking beautiful and ready for spring. Thank you!

The Wilbraham Housing Authority Board of Commissioners: Three Commissioners are elected to a five year term in Town Elections. The fourth member is to be a tenant elected by tenants. (Regulations on this member are still being worked on.) The fifth commissioner is appointed by the Governor for a five year term. Board meetings are held at the Pines Development on the second Tuesday of each month at 7:00 p.m.

Peter Manolakis, Chairperson
James Burke, Assistant Chairperson
Karen Walker, Treasurer
Robert Sullivan
Kathy Ann Krawczyk, State Appointee
Jeanne Tryon, Executive Director

The Dept. of Housing and Community Development is the regulatory agency for the WHA. Applications for housing are available online at www.mass.gov/applyforpublichousing or at the WHA offices at 88 Stony Hill Road weekdays 8:30 a.m. to 12:30 p.m.

Department of Veterans' Affairs

Our Veterans Department has had a busy year with the continual development of new processes and programs to better facilitate the needed care of our 851* registered and numerous non-registered Veterans in our community.

This past year we have fully utilized the VetraSpec program where we have been able to streamline and broaden the federal VA claim process. The Town of Wilbraham currently has 244 Veterans and Beneficiaries receiving \$26,506.37 a month from the Federal Government. This is a lot of money coming into the Town that benefits all of us.

Veterans Picnic in the Park

This past year we participated in numerous events to include guest speaking, parades, Veterans Appreciation Day at the Big E and other Veteran ceremonies, but the jewel in our crown was hosting the Second Annual Veterans Picnic in the Park on Saturday October 5th at Spec Pond in Post Office Park. The event was the second largest Veteran event in the Commonwealth outside of the Big E. We had over 450 Veterans and their families in attendance as well as 30 various organizations that offered free services to our Local Veterans. The services included education, employment, medical, mental health, local, state and federal benefits. Our planning committee worked diligently to ensure that our Veterans had the best possible care and services available.

We also attended Veteran Service Officer Conferences for state trainings and Western MA Veteran Service Officer quarterly meetings to ensure we are aligned with the most current local, state and federal regulations.



Photo Courtesy of Dave Miles

Programs and Ceremonies

Our Veteran ID card program has been an effective tool in connecting with Veterans. So far we have 40 participating establishments in Town that offer a discount to our Wilbraham Veterans. We currently have 98 Veterans registered in the ID card program. The registered Veterans as well as participating local businesses in Town continue to increase.

Our annual Memorial Day Ceremony was held on Sunday, May 26, 2019, 10:30 a.m. at Crane Park and on Monday, November 11, 2019 at 11:00am we had a big crowd in support of our Town's Veterans Day ceremony where Mr. Richard Prochnow was awarded the Annual Veteran of the Year for 2019.

Continued on page 58

Veterans Benefits

The Commonwealth of Massachusetts remains the best State for Veterans benefits in the nation. Our local Veterans Department manages an ever changing budget with regard to our State benefits. We provide assistance with MA Chapter 115, VA claims, VA appeals, health care benefits, educational benefits, death benefits and various other facets of Veteran assistance through state and federal programs. For the MA Chapter 115 Benefit, cities and towns of Massachusetts dispense the benefits and are reimbursed at seventy-five percent from the Commonwealth for the cost of the benefits. In FY2019, the town spent \$76,171.53 in Veterans' Benefits, under Massachusetts General Law, Chapter 115, as approved by the Commissioner of Veteran Services of which seventy-five percent (\$57,126.37) will be reimbursed by the State to the Town.

This Veterans Office assisted numerous Veterans and/or Veteran family members in countless appointments (both in office and home visits), phone calls, emails, faxes, etc.

We look forward to another successful year of Serving those who Served Us!

Department of Veterans Services

Jered Sasen, Director of Veterans Services
Barbara Harrington, Administrative Assistant



Photos Courtesy of David Miles



The Atheneum Society of Wilbraham

The Old Meeting House Museum operated by The Atheneum Society of Wilbraham brings interesting programs at each open house. The museum is free and open to the public the second Sunday of each month May through November ending with the annual Christmas tree display which is held to coordinate with the Town's tree lighting celebration.

In 2019, our May program featured Charlie Johnson presenting a history of the well-known Johnson's Bookstore. In June, Jonathan Hall introduced us to Toto the Tornado Kitten, rescued from a tree after the tornado. Our annual free ice cream social and art show featured fiddlers Cammy Kaynor and Tracy Scott-Lucky this July. August visitors learned about the skills and training of K-9 King and K-9 Max, presented by Officers Joe Brewer and Mike Whitney.

Photo Courtesy of Lucy Peltier



Retired police Sgt. Glen Clark

The Atheneum Society is keeping up our original agreement with the Town of Wilbraham by maintaining the Old Meeting House. Re-roofing of the sun damaged southern part of the Hearse House was recently done. We repaired damage done by powderpost beetles to a main attic support beam. And we are in planning stages for a handicapped ramp which will make visiting the museum much easier for our visitors who are mobility impaired.

The Atheneum Society of Wilbraham

Lucy Peltier, President
Sandy Sanders, Vice President
Patricia O'Brien, Secretary
Steve Clark, Treasurer
Donald Boucier, Trustee
Charlie Bennett, Trustee
Nan Nieske, Trustee
Karen Geaghan, Trustee
Nick DeCondio, Trustee

Charlie Johnson standing with old photos of Johnson's Bookstore

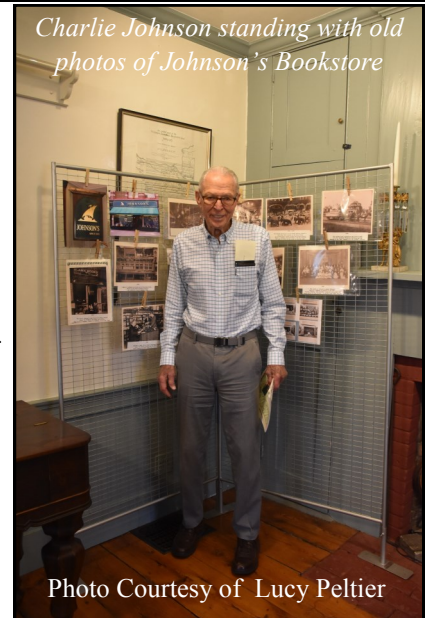


Photo Courtesy of Lucy Peltier

Retired police Sgt. Glen Clark presented a program in September on his collection of political memorabilia.

We invite you to attend an Open House and enjoy the programs we feel will be of interest to the Wilbraham community.

K-9 Max with Officers Joe Brewer and Mike Whitney



Photo Courtesy of Lucy Peltier

Cammy Kaynor and Tracy Scott-Lucky playing fiddles



Photo Courtesy of Lucy Peltier

Parks, Recreation & Culture

Parks & Recreation Department

The Parks & Recreation Department spent most of 2019 planning the future of the Department. That planning involved discussions among all the key stakeholders within the Department to develop a vision and plan for at least the next 5 years. They will guide the Department and assist with all programming and facility adjustments from season to season. The two main portions of the vision and plan related to youth sports and department staffing.

With regard to youth sports, the conversation centered on oversight. Many neighboring communities utilize volunteer associations to oversee their youth sports programs. Their Recreation Departments assign them field and or gym time, but have zero hands-on experience with the youth sports programs. In Wilbraham, the Recreation Department does everything from A-to-Z in relation to the youth sports programs. In the end, the decision was made to continue to have the Department provide oversight and work hand in hand with volunteer-run associations for the fundraising aspect of youth sports.

What took most of 2019 to hash out was department staffing. The Recreation Commission and the Department staff discussed many options and ultimately decided on restructuring the office staff as the best solution. This restructuring came in the form of changing the full-time clerk position to part-time and the part-time Recreation Aide position into a full-time program coordinator position. Along with these position adjustments, the part-time hours were increased from 10 to 19.5. The Department restructuring took almost the full year to gain approval, but it was approved and the Department was fully staffed for the start of 2020.

In July of 2019, the Recreation Clerk, Jen Arce, left her position and in December 2019, the new position of Recreation Administration Clerk was filled by Helen Sullivan.

The rest of the office staff continued to provide consistency to the Town, as the Director, Bryan Litz, started his 19th year, Ron Dobosz, Parks Foreman, completed

his fifth year, Assistant Director Erin Carroll completed her third year, and Jason Robinson completed his first year.

Many of our programs continued to thrive thanks to our outstanding volunteer commitment and the leadership of our coaches and instructors. Enrollment in many programs for 2019 saw an increase, while many of the High School programs saw a decrease. The Department continued to evaluate each program from season to season to make sure we met the needs of the Town and that each program was fiscally sound.

Our special events also continued, such as the Turkey Day Jamboree and Annual Easter Egg Hunt at Spec Pond. The Friends of Recreation held their special events again, with the third annual A Night in the Park, 5K Race and Fishing Derby. The Department continued to look for new programs, classes/clinics and special events that would benefit the Town of Wilbraham, while maintaining and improving our allotment of offerings.

The busiest time of year continued to be the summer. The summer months were home to the Spec Pond Beach, Spec Pond Day Camp, Pinney Pavilion rentals, our summer basketball league, numerous camps and clinics, and the preparation for fall sports, many of which began in August. The Day Camp was fortunate enough to have Zack Richer return for his sixth season at the helm, making the transition from one year to the next relatively easy. The beach and spray park were lucky enough to have Reilly Demers take the helm for her first year as Head Waterfront Director. Reilly had been a guard and assistant guard for many years, making the progression an easy one. The experienced Directors and their staff led to another smooth summer with lots of happy patrons.

2019 saw a couple projects take place at Wilbraham Middle School and the Memorial Baseball Fields. The Town and the Department were extremely grateful that both these great projects were made possible by Community Preservation Act funds.

At Wilbraham Middle School, the Parks Department addressed a long standing concern and installed drainage. This drainage was installed on the front two fields with the goal to make the fields playable in the spring or after rain storms, something that was not always possible in years past. The project was completed in the Fall of 2019.

At the Memorial School baseball fields, the Department and Baseball Committee had been discussing, for several years, the possibility of adding a play structure for young spectators at the games. Instead, the Department came up with the creative idea to relocate the current play structure at Memorial School to the baseball fields. This project was completed in the Fall of 2019 and it is expected to get heavy usage. The Playground and Recreation Commission was fortunate to retain all seven of its members for 2019. The Commission spent most of 2019 focusing on defining a clear vision of its mission and that of the Department. The continuity amongst its members made for some great advances and the future is bright.

The Wilbraham Friends of Recreation (F.O.R.) had long-time member and President, David Clini, step down as of December 2019. David gave years of service to the Town and will be missed by F.O.R. and the Town of Wilbraham. F.O.R., in conjunction with the Playground and Recreation Commission, also had its inaugural class for the Parks & Recreation Hall of Fame. The first three to be inducted were founder and president of F.O.R. Bradley Pinney, Parks & Recreation Director Larry Madden and F.O.R. member and President David Clini. This group continues to work hand in hand with the Parks & Recreation Department and Commission to fundraise and to support many of the Parks-related capital projects within the Town of Wilbraham.

The Parks & Recreation Department is committed to increasing and improving dynamic and diverse options for quality recreation. This is only possible by the support of countless volunteers, the Recreation Commission, Friends of Recreation, committee members and many dedicated coaches. We applaud them for their years of service and dedication to not only the Parks and Recreation Department, but also to the Town.

Continued from page 59

RECREATION COMMISSION

Bill Scatolini—Chairman
Jon Stogner—Secretary
Marc Atkin
Emilie Hisgen
Michelle Pastore
Dave Trebbe
CW Zimmer

PARKS & RECREATION DEPT.

Bryan Litz, Parks & Rec Director
Erin Carroll, Assistant Parks & Rec Director
Ron Dobosz, Parks Foreman
Jason Robinson, Parks Employee
Helen Sullivan, Recreation Administration Clerk

Public Library

This year we said goodbye to Borrower Services Assistant Steve Fraton, celebrated the promotions of Debra Searles to the Borrower Services Coordinator position, Ann Tousignant to the part-time Borrower Services Assistant position, and welcomed new team members Suzanne Witham as a full-time Borrower Services Assistant and Glenn Maller as a Library page. Linda Moriarty retired from the Board of Library Trustees and Cheryl Wesolowski was appointed to fill the remainder of her term.

Improvements to our building and grounds included the painting and repair of our ceiling and interior walls of the main library, and the installation of a mini-split HVAC system for our Brooks Room meeting room. Two new self-check stations were installed, an RFID-ready stand alone unit and an updated meeScan kiosk. In July, the C/W MARS network implemented “automatic renewals” - a great convenience for our patrons.

Additions to the library’s collection included new science and math kits for youngsters, drones to check out for the teens, and a telescope from the Aldrich Astronomical Society. The library’s collection of book club kits are a great resource for our local book clubs. Ten new kits were added to the collection this year.

The Board of Library Trustees approved our strategic plan for the next three years. The library’s new mission statement is “The Wilbraham Public Library provides opportunities for community learning, recreation, and making connections.” Service



*Dinoman entertained and educated families during Spring Vacation Week.
Photo Courtesy of Lisa Nicholson*



*Teens created detailed gingerbread houses in December.
Photo Courtesy of Rachel Hapgood*



*Local author EJ Fleming presented two lectures to a full Brooks Room.
Photo Courtesy of Caroline Welch*



*The painting crew freshened up the library in January.
Photo courtesy of Bernard Davidow*

priorities adopted are 1.) Create young readers: early literacy, 2.) Satisfy curiosity: lifelong learning, 3.) Make informed decisions: health, wealth, and other life choices, 4.) Be an informed citizen: local, national, and world affairs, 5.) Visit a comfortable place: physical and virtual spaces. We thank the strategic planning committee: Charles Bennett, Linda Dagradi, Bernard Davidow, Christine Goonan, Karen Grycel, Ron Haislip-Hansberry, Rachel Hapgood, Heidi Kane, Molly Olsen, and Carol Ross for all their work to produce the plan.

The library continued to enhance our website and social media presence. An interactive historical timeline with narration is now included in our Wilbraham Collection. AcornTV, The Great Courses, and Learn it Live were added to our streaming and research and learning products. Our Facebook account reached 987 followers, our Twitter account has 539 followers, and our Instagram account – which focuses on teen services and collections – has over 1,000 followers.

Programs for all ages were offered, with many funded by the Wilbraham Friends of the Library and the Wilbraham Cultural Council. Additional support for children’s programming came from the Pathways for Parents organization. Highlights included: STEAM programs for kids, Story Yoga, a dramatic portrayal of Sally Ride, Read to Cadence, Gingerbread houses, Copper Bookmark Workshop and Escape Room for teens, local author E.J. Fleming, Genealogy series by Hillary Schau, and a Climate Change World Cafe event.

The library was supported throughout the year by LIFT, the Friends of the Library, the Memorial-Endowment Fund, the Wilbraham Garden Club, the Wilbraham Cultural Council, the Wilbraham Women’s Club and the Junior Women’s Club, as well as several local businesses that offered support for our summer reading program.

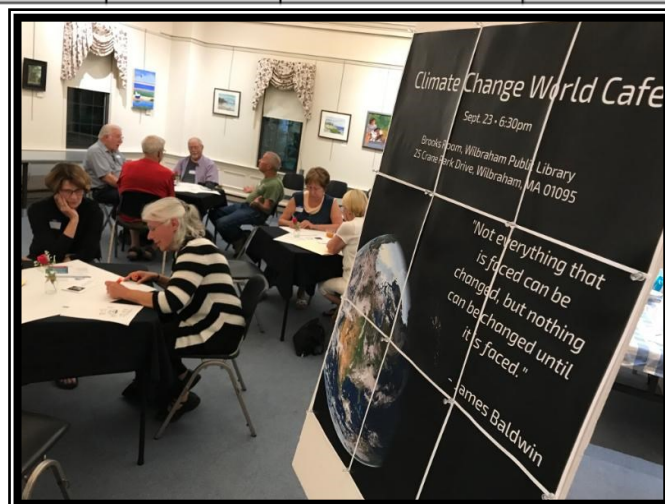
The Board of Trustees and the library staff thank all the organizations and individuals who serve on library committees, manage programs and events, and volunteer their time on behalf of the library.

Respectfully submitted,
Karen Demers, Library Director

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Brief Public Library Statistics

| Category | Adult | Teen | Children | Total |
|---|--------------|--------------|-------------------|---------|
| <i>Collection Holdings</i> | | | | |
| Books | 17,174 | 2,546 | 16,038 | 35,758 |
| Periodicals | 1,014 | 50 | 66 | 1,130 |
| Video formats | 2,953 | | 1,062 | 4,015 |
| Audio formats | 2,159 | 59 | 269 | 2,487 |
| Total items (includes other materials not listed above) | | | | 44,256 |
| <i>Circulation/Checkouts</i> | | | | |
| Books | 44,393 | 7,096 | 45,691 | 97,180 |
| Periodicals | 2,625 | 91 | 86 | 2,802 |
| Video formats | 16,322 | | 4,657 | 20,979 |
| Audio formats | 5,358 | 165 | 860 | 6,383 |
| Total circulation (includes other materials not listed above) | | | | 130,808 |
| | Adult | Teens | Children's | |
| Programs | 117 | 48 | 128 | 293 |
| Program attendance | 1,709 | 953 | 3,374 | 6,036 |
| Total library visits | | | | 80,497 |



The community discussed climate change at a world café event in September.

Photo courtesy of Bernard Davidow

Historical Commission

Membership

The Historical Commission in 2019 has been comprised of the five members listed above, with Ted Malysz joining the Commission in February 2019.

Historical Signage in Town

The Historical Commission has been involved in creating a historic designation of the town's center. The Commission would like to have three signs placed demarcating Wilbraham's historic center: one sign on the north end of the village center, near the present Flo-Design company building; one sign at the south end of the village center near the Children's Museum; and one sign on the west side of the village center, near Town Hall. Wilbraham's official seal from the 1963 celebration will be on the sign, as well as the date of the town's founding, 1763. The signs would be approximately 3' x 5' and have a look such as this:



The Commission brought the signage project forward to the Board of Selectmen on June 17, 2019, to get their approval and suggestion for going forward with the project. The Selectmen suggested that we look to get some funding through the Community Preservation Committee, so Diane Testa attended the November 20, 2019 meeting of the CPC, only to learn that this type of project does not fit in any of the categories of CPC funding. Thus, to go forward with the project, the signs would have to be funded entirely by the Town.

The Commission has spoken with three sign companies, to get estimates of the costs to produce these signs. Agnoli Sign

of Springfield has been the most professional but most expensive, costing about \$7,000 - \$8,000 per sign, for a total of about \$21,000 - \$24,000; Harry Auerbach has been our contact there. New England Promotional Marketing of Wilbraham has been contacted. Art-Tec sign company of Wilbraham is presently drafting plans for the signs, and their proposal seems by far the most affordable and still high quality, totaling about \$4,000 for the entire project.

Support of Wilbraham Library Projects

CPC Chairman Stoughton Smead spoke to the Historical Commission last winter in support of the Wilbraham Public Library's need for additional space to store part of its collection. Mr. Smead discussed with the Commission the ways in which the library has contributed to the community of Wilbraham, as a cultural and historical icon in the Town for over 100 years. The Wilbraham Public Library is looking to the CPC for funding to help with its storage problem. In 2005, the library put a proposal to the Town to expand its facilities, but the proposal was voted down by Town residents. Presently, the library is proposing to build a climate-controlled outbuilding, apart from the main library building, to house a small portion of its holdings. The library would also like to create an outdoor "story walk", a trail that would meander through a section of the property, with posts that tell a story.

The Library Director, Karen Demers, aims to request funds from the CPC if she could get recognition from the Historical Commission as an important community entity and historic resource that has contributed to the culture of the Town since its inception in 1892. Therefore, the Historical Commission created a professional plaque and certificate that was formally presented to the Wilbraham Library on June 18, 2019.

Repurposing Memorial School

The Historical Commission would like the Memorial School building to be designated as an historic building, particularly because the school was named in memoriam to honor WWI and WWII veterans. The Historical Commission brought this issue to the attention of the Selectmen at their June 17, 2019 meeting. The Commission members would like to see Memorial School reused as a multi-purpose building for the Town, such as for a Senior Center, public meeting space, library resource building, etc. Extensive work has been undertaken by numerous Town residents as part of the Wilbraham Senior Center Building Needs Com-

mittee. This committee has extensively considered Memorial School as a future senior center site; according to the committee's October 2019 report the site was toured three times in 8 years with the same results: The building is too large for a stand-alone senior center, and the cost of renovations, according to industry professionals, would exceed cost of new construction.

Future Town By-Law for Demolition Delay

The Historical Commission believes Wilbraham has need of a by-law that would allow for a delay of demolition of a building in Town with historical significance. The Commission would like a demolition delay of at least a few months that would offer options to the property owner, such as allowing historians to scan the property for artifacts before delay, or even consider an alternate buyer who would want to maintain the existing historical structure on the property. The Commission would like a by-law that gives notice of the demolition in the local paper so as to solicit pros & cons of the project from townspeople.

Longmeadow has such a by-law in place in its Town ordinances, and Hampden tried to undertake the creation of such a by-law, but failed. Therefore, Commission member Ted Malysz has undertaken conversations with Connie Witt of Hampden to learn what aspects of Hampden's by-law caused it to fail in a Town vote.

Other Considerations

Stone Walls

Town residents have approached the Historical Commission with ideas of future projects to undertake. At the September 24, 2019 meeting, Judy Theocles of the Open Space Committee suggested that the stone walls in Town can be considered of historical value; thus she encouraged the Commission to consider a future CPC application to request funds to restore the dilapidated stone walls around Town, particularly along Stony Hill Road near the soccer fields, and along Main Street. When the stone walls are restored and properly exposed, it would create an impetus for the Town to keep the grass trimmed in front of them and add to the charm of the old town streets.

Continued on page 63

Town Dump

Also at that meeting, Bob Tourville, Chair of the Town's Broadband Committee, asked us to consider if the Town dump has any historical significance. The original dump was across from 9-Mile Pond, and later the Grassy Hollow dump was located under the present-day solar array on Boston Road. Bob mentioned that the dump needs a redesign to better handle the flow of cars and the drop-off of recycling. Bob queried if any CPC funds could be acquired to upkeep the dump.

Historical Pictures, Paintings, Songs & Art

Roberta Albano suggested that the Town Hall meeting rooms should have artwork that depicts something meaningful to the Town. Bob Tourville may have some artwork that could be fitting for the building. Bob has also been trying to get recorded the oldest folk song in America, "On Springfield Mountain". There are many versions of the song that have circulated around the U.S. Mr. Tourville does have a voice recording of Llewellyn Merrick singing the song – apparently the original version of the song. Mr. Tourville is also trying to get a professional musician to record the original version of the song and perform it here in Town, perhaps singer Tim Eriksen.

Commission Members

Roberta Albano, Charlie Bennett, Ted Malysz, Diane Testa (Chair), Art Wolf

Turkey Toddle

Photo Courtesy of the Wilbraham Children's Museum



Wilbraham Children's Museum

The Wilbraham Children's Museum had another successful year during 2019, enjoying a lot of special events with our members and the community.

We began our 2019/2020 playgroup year with two fun fall events. At Fountain Park, we hosted our 3rd Annual Trunk or Treat, where we welcomed over 400 people! Through our partnership with Fountain Park and several other local businesses, who hosted trunks for costumed children to visit, a great time was had by all! We also held our Inaugural Turkey Toddle in November, sponsored in part by the Polish National Credit Union. We had approximately 65 toddling turkeys! Held at Minnechaug Regional High School, children aged 5 and under took part in a race, a "turkey toddle", after which they received a medal, had a snack, and participated in a craft project. This winter, we also hosted two other holiday events for our member families. In April, at Minnechaug Regional High School, we held our 3rd Annual Bunny Breakfast, sponsored for the second year by Polish National Credit Union. With a raffle and silent auction, entertainment by musician Jon O'Neill and a visit from the Easter Bunny, a great time was had by all!

We currently have a membership of approximately fifty families.

We are so grateful to our member families, volunteers and our surrounding communities. Without their support, we wouldn't be able to accomplish what we do. We partnered with the Wilbraham Monson Academy boys' lacrosse team for our 2019 spring clean up and their help was so appreciated! We also partner with Bonnie Light and Music for Little People, Learn in Motion, Pathways for Parents, and The Down Syndrome Resource Group of Western Massachusetts, all who held events for our members and for the community at the Wilbraham Children's Museum. We are so happy and appreciative of the partnerships we have made and the relationships we have created.

As we look back on thirty-eight years (the Wilbraham Children's Museum opened its doors in 1981), we are so grateful to our community and to all who support us. It is especially important to us to look at how WCM has evolved. Many of our current members attended WCM as children and are now carrying on that legacy, bringing their own children to continue the tradition.

The Executive Board of WCM would like to thank all the organizations and individuals who serve on our advisory board, donate to our organization, and volunteer their time on behalf of WCM.

Respectfully submitted,
Emily Roy
Volunteer President



Wilbraham Children's Museum Volunteer Executive Board

Emily Roy, President
Koren Ferraro, Vice President
Jen Iverson, Secretary
Maria Hagopian, Treasurer
Meagan Michel, Playgroup/Membership Coordinator
Melissa Freeman, Media/Marketing Coordinator
Emma Dziergowski, Events Coordinator

Wilbraham Public Access

Wilbraham Public Access (WPA) provides locally produced programs for the benefit of all Wilbraham residents. We deliver our programs through Charter's cable television system on channels 191, 192 and 193. We also deliver Video On Demand programming online. (Please visit the Town website to view our content www.wilbraham-ma.gov/vod)

At WPA, training is extremely important as we are primarily an organization comprised of dedicated volunteers. Last year, WPA volunteers accounted for nearly 4,000 hours of production and post-production at WPA. Those volunteers also dedicated several thousand more hours doing field production. We are excited to see the organization continue to grow and branch out.

In 2019, production of community events and board/committee meetings have been keeping us busy with a combined total of 318 productions. All the production of events and meetings would not be possible without the continued support of every WPA volunteer. Wilbraham Public Access is always recruiting new volunteers and encouraging creativity.

Director Aube would like to extend his deepest and heartfelt appreciation to the many volunteers who serve on the Town's Cable and Public Access Committees, to the numerous volunteers whose dedicated service to WPA make it possible to have a functioning and quality TV station, to the Friends of Wilbraham Public Access and to Paul Villano for his faithful contributions. He would also like to extend his appreciation to Nathan DeLong, IT Director, and the IT Department's staff for all their supportive help at WPA in 2019.

Public Access TV Advisory Committee

Sandra Belcastro, Chair

Roy L. Scott

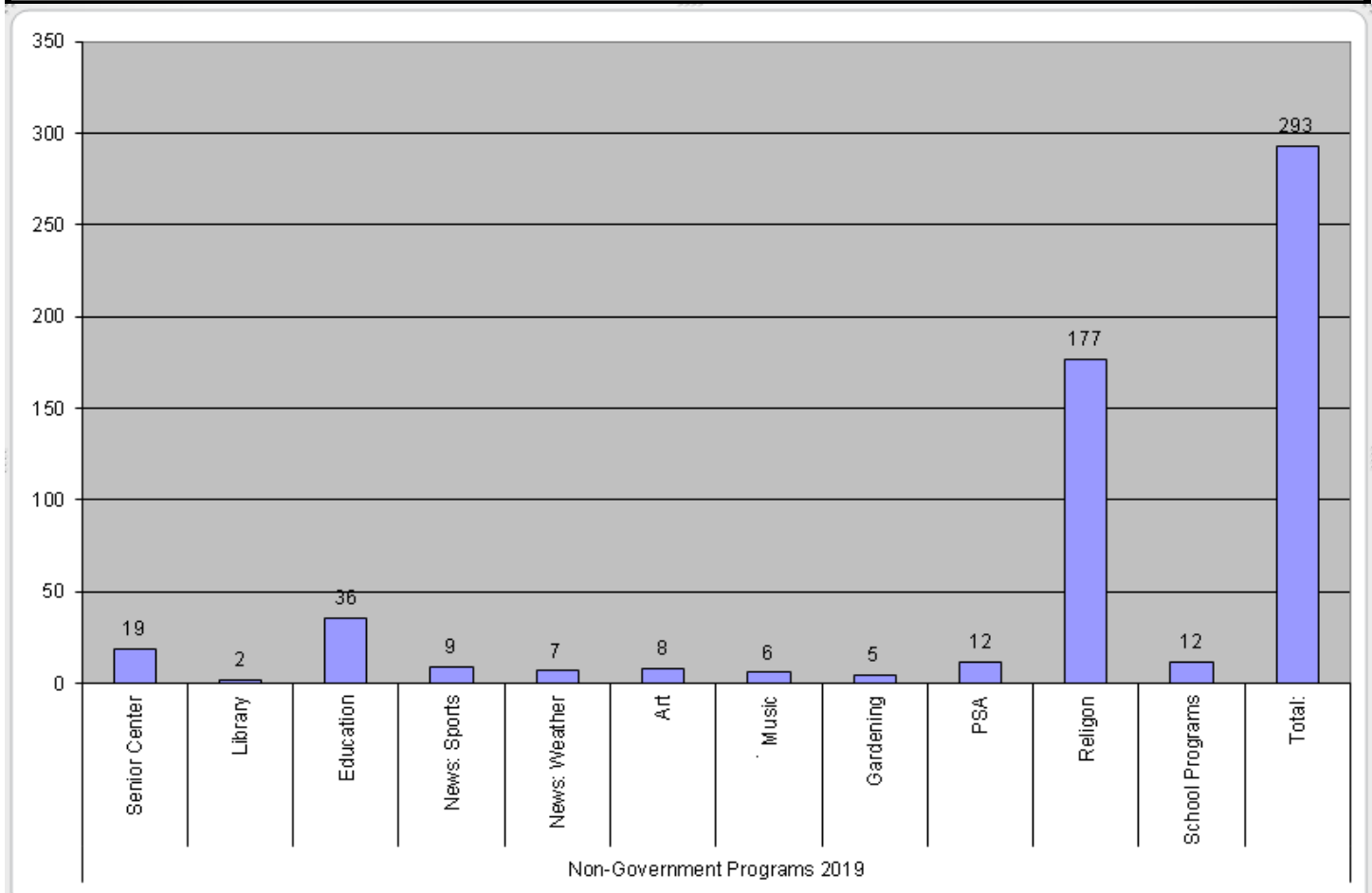
Delores Gravel

Janet Vitkus

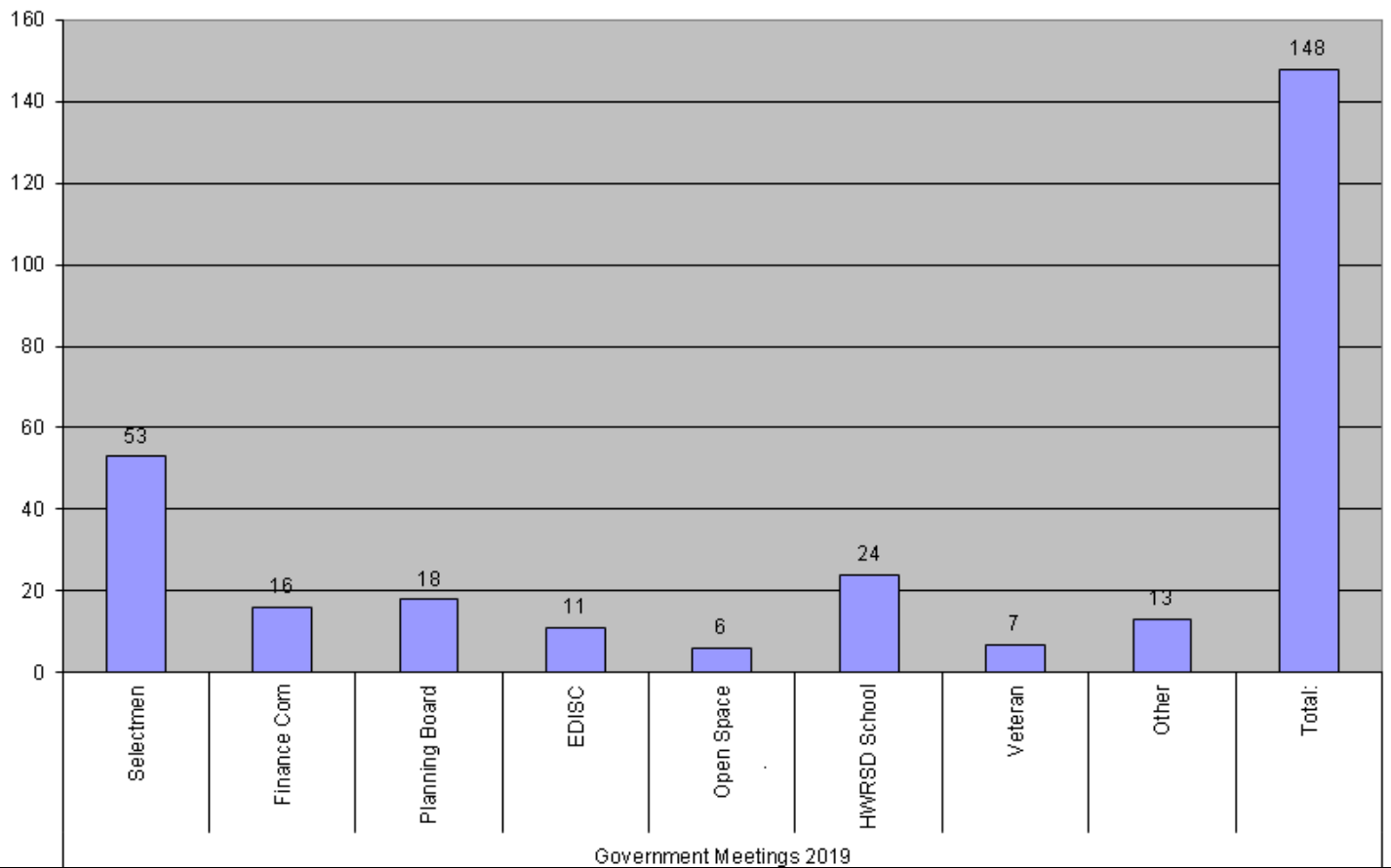
Executive Director

Anthony Aube

2019 Non-Government Programs

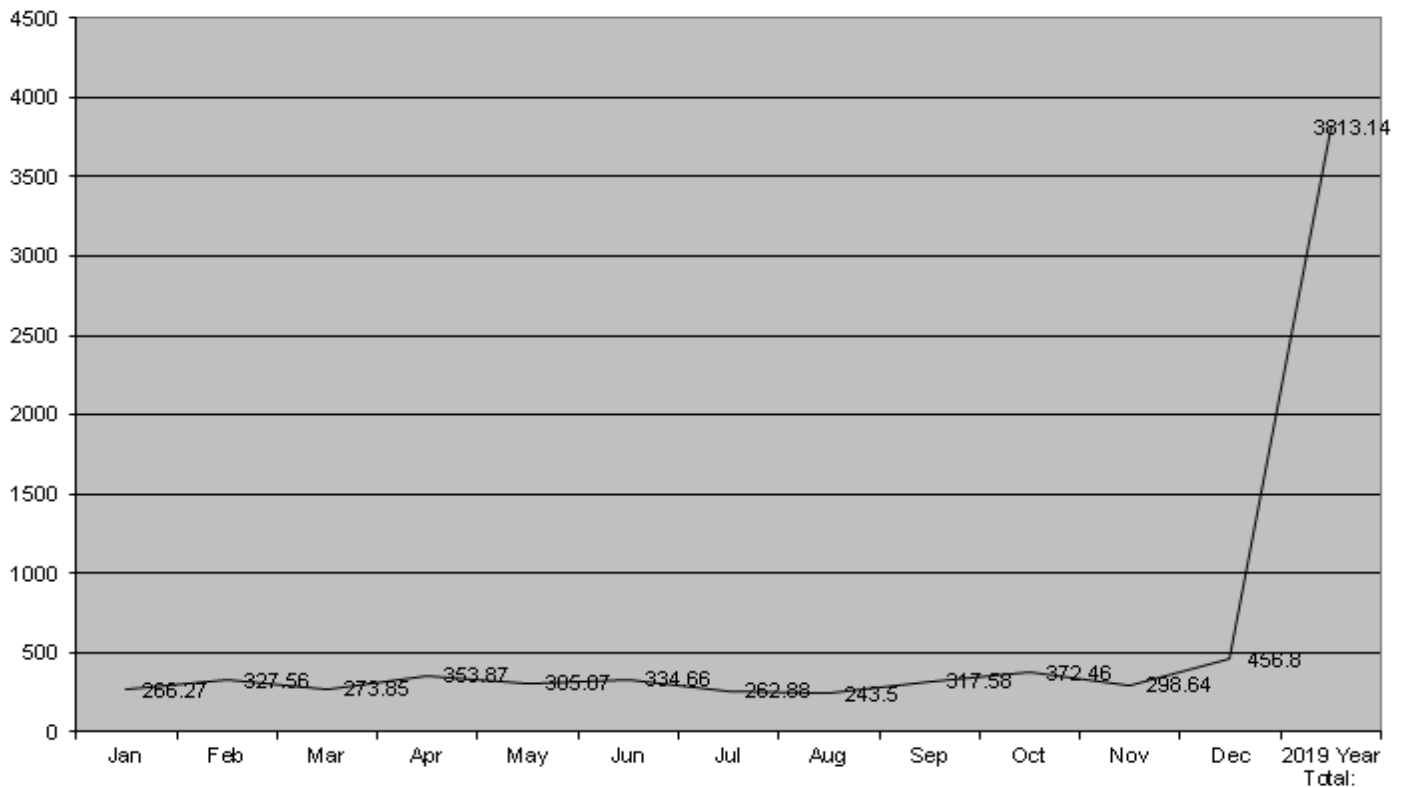


2019 WPA Production Government Meetings & Events



2019 WPA Volunteer Hours

On Site Volunteer Hours at WPA
(Does not include hours worked off location)



Broadband Advisory Committee

Wilbraham's Broadband Advisory Committee (WBAC) met once a week, on average, during 2019. We assessed the current and future internet needs of the Town, which systems were available now, and what other Towns were doing - locally, regionally and nationally. We evaluated a range of systems and infrastructure options. We concluded that a Fiber-Optic, Dynamic Open-Access Network would best suit the objectives we desired for the community.

We set our goals high. We wanted a multi-tiered network, i.e. one that allowed residents to choose different levels of service at different prices, and to change their service quickly without a service call. We wanted a network that could be easily maintained, a network that would lead to lower prices over time, and – lastly and most importantly - a network that would be future-proof, one that was light years ahead of what was available now and would remain competitive for generations to come.

After thorough and intensive investigation, we concluded that a Fiber-Optic Active Point-to-Point Ethernet Software-Defined Network would suit the goals outlined above much better than a Passive Optical Network which most other Towns have adopted.

We advocate moving forward quickly if Wilbraham is to compete successfully with other Western Massachusetts Towns for economic survival. We underline the need to do this with full understanding of all ramifications. Now is the time for residents to become involved, ask questions, discuss options, and take action. Please watch for our future events, attend, and stay informed about what is possible and how we can attain our goals.

THE NEED

High-speed internet access - and all it makes possible for homeowners, business, health care, schools, etc. – demands a state-of-the-art Fiber Optic Infrastructure. The latter is needed as an alternative to cable-internet which is inadequate, antiquated, and capriciously priced. Even after decades, no alternative to the one-cable-company model has appeared in Wilbraham and it is unlikely to appear at any time in the future.

Modern businesses, and those who work for them from home, require much greater capacity than the current cable provides. This project would meet their needs and would complete our existing municipal network, extending it to the schools and connecting them to fire, police and the DPW even at the level of controlling mechanical devices, HVAC, pumping stations, gun shot detectors, etc.

Public Outreach

The Broadband Advisory Committee held five public meetings in 2019 to answer questions and keep people informed. We arranged to have these meetings announced through newspaper and broadcast media, at houses of worship, and via flyers posted throughout the Town.

Additionally, we were able to introduce and explain the advantages true broadband internet access could offer to Wilbraham residents by having a presence at various community events, including the Wilbraham Community Fest, Peach Blossom Festival and Veterans' Picnic at Spec Pond. We established a large contact list of interested residents and hope to add to it over the coming year. Most importantly, we enjoyed meeting you and sharing your interest in the project.

Communications

The Broadband Advisory Committee asked for and received – from the Board of Selectmen – funds to be added to the IT department budget for the purpose of hosting a website which we created, and for purchasing the domain name of WilbrahamFiber.com. This website includes an interactive survey designed to measure public opinion. The Master Survey Monkey Account the Town purchased to host our survey will also empower other Town committees (with approval of the Board of Selectmen) to create individual surveys for their own use.

Research & Fact Finding

Vendors including Westfield Gas & Electric (Richard Haas), Sertex, OFS Fitel LLC, Lightspeed, and EntryPoint Networks were interviewed along the path towards completing our due diligence process.

Both Passive Optical Networks (PON) and Dynamic Open Access networks were considered. The Broadband Advisory Committee concluded that a Dynamic Open Access Platform marks a major shift in Fiber-to-the-Home networks because it combines advanced networking tools with

the significant benefits of the Open Access Model. The result is a trusted platform that enables innovation by providing the ability to deploy new services, to invite competition that cultivates market forces (in both customer service and pricing), and to give users an intuitive and easy to use interface.

The experience of other Towns - such as Westfield, Otis and Leverett, which have all deployed their own fiber-optic community networks (as opposed to commercial providers) - was meticulously reviewed. Wireless solutions were considered and rejected. Aerial vs. buried and hybrid solutions for placement of fiber optic cables were studied. Topology was considered and a star pattern was determined to be best, with our public access building at the center. This building, with its electronics, is in need of climate control whether or not we acquire our proposed network.

Middle-mile service providers were located and considered. The current and future needs of our existing municipal operations were considered. We discovered that our schools are badly in need of better and more affordable high-speed Internet access. We are in the process of studying the dire needs of the schools.

Buried Conduit

The Broadband Advisory Committee, in concert with Was Brothers Construction of Wilbraham, researched the possibility of accessing and/or deploying buried conduit throughout the Town. During the discovery process, we located existing conduit at the intersection of Rt. 20 with Parker Street in Springfield, which may ultimately allow Wilbraham to connect to the Springfield Technology Park (location of primary fiber) as the western MA hub. This would enable us to establish a dedicated internet point-of-presence and allow us to avoid paying a middle-mile service provider.

Infrastructure Buildout

We received a desktop estimate of costs of build out; the extent of the buildout (and subsequent costs) has yet to be determined in granular detail.

Parameters were set for a grant (obtained by our town manager) related to improving the fiber optic infrastructure along the Boston Road corridor, in advance of the State's planned reconstruction of Route 20 in Wilbraham. An RFQ was generated. We hope that the State installs conduit when it does road construction on Rt. 20, enabling

us to connect to the buried conduit located at the Rt. 20/Parker Street intersection.

In Gratitude

This project cannot happen without the dedication and effort of our Town officials and the hard-working employees in various departments. We would like to especially thank the Board of Selectmen, our Town Manager, Treasurer, IT, and Public Access.

Present Status

At this point, your Broadband Advisory Committee is planning additional public events to make known what has been learned about Broadband, and to answer related questions. Our objective is to keep everyone – especially The Selectboard - informed so the Town can decide if and when we can bring the Broadband project to Town Meeting for approval.

For a clear picture of Broadband Advisory Committee fact-finding and discussion, Wilbraham residents are invited to view our meetings - most of which were recorded - by navigating to the Town website > Government > Departments > P-Z > PublicAccess > Video On Demand or by typing <https://www.wilbraham-ma.gov/529/Video-On-Demand> in the address bar of your browser and hitting enter, then typing broadband in the search box.

In addition, some of our research efforts and documentation can be viewed by visiting the Town website > Government > Boards & Committees > A-C > BroadbandAdvisory > Committee > Broadband Committee Informational Links or by typing <https://www.wilbraham-ma.gov/794/Broadband-Committee-Informational-Links> in the address bar of your browser and hitting enter.

Lastly, residents interested in building a strong future for Wilbraham can view the Broadband Advisory Committee website at www.WilbrahamFiber.com. You are invited to join our email list by signing up on this website, or by sending an email to w@wilbraham-ma.gov.

A FINAL WORD

This project is unlike any other Wilbraham has pursued before.

Wilbraham residents would be spending zero additional money to acquire state-of-the-art broadband because we estimate that we, as a community, are ALREADY spending four million dollars every year on antiquated internet service.

When we finish this project, we will be saving an estimated one million dollars per year of the four million we currently spend - because we will own the infrastructure. We will provide better service for less money.

Beyond this, the presence of a high-speed fiber-optic network will allow Wilbraham to attract businesses, attract new families, and enable young people to work from home. Our schools, fire and police stations, and other municipal buildings will be better able to serve us, thanks to modern technology. And the presence of fiber-optic cable will add approximately \$7,000 to the existing value of our homes.

Wilbraham Broadband

Advisory Committee

Bob Tourville (Chair)
Christine Goonan (Secretary)
Bruce Williams (Scribe)
Tom Newton
Tony Colapietro

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT PROFILE

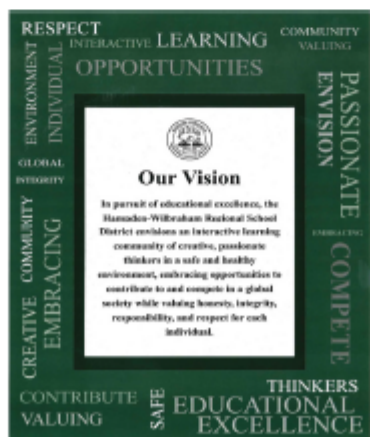
Superintendent's Statement

The Hampden-Wilbraham Regional School District is a fully accredited public school district educating approximately 3,000 students in PreK to 12th grade. HWRSD maintains six school buildings: one elementary/middle school in Hampden, and three elementary, one middle and the regional high school in Wilbraham. The District is driven by a strong vision that shapes the development of school and district-wide improvement goals and improvement plans. Students, parents and staff work together as a true "community of learners" dedicated to a tradition of educational excellence. HWRSD students regularly demonstrate high levels of achievement and accomplishments in academics, athletics, community service and the arts. HWRSD parents and the wider community are actively involved in the educational process. HWRSD employees provide our students with a range of academic experiences and services, a well-coordinated and aligned program of curriculum and instruction and a firm commitment to maintaining healthy and safe learning environments. HWRSD is committed to working with all stakeholders to provide educational excellence in a cost-effective, efficient manner.

2019-2020 School Committee Goals

- During the 2019-2020 school year, the Hampden-Wilbraham Regional School Committee will improve communication with our member communities through:
 - Regular member attendance at Selectboard, Finance, and Capital Budget Committees through a schedule drawn up by the chair and jointly agreed upon.
 - Building on the regular joint budget meetings this past year, hold regular joint budget meetings with both towns through the budget season, as scheduled by the budget chair.
 - Promoting and holding two symposiums-one on substance abuse, one on bullying-to raise community awareness about these pressing issues.
 - Reporting out monthly in a written column to local press the news of the School Committee.
 - Creating and using a year-long agenda, in order to systematically focus on goals, evaluation, and budget over the course of the year.
- During the creation of the FY21 budget, the Hampden-Wilbraham School Committee agrees to prioritize the following objectives based on the available resources:
 - Maintaining reduced class size in kindergarten through grade 5
 - Social emotional learning
 - Safe and secure schools
 - Equitable educational opportunities across the district that meets the needs of all students

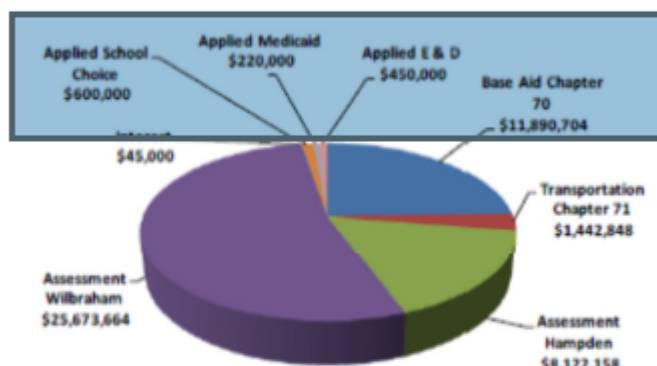
Goal: By March 26, 2020 present a budget based on the above information to the school committee and approve no later than April 26, 2020.



2019-2020 Operating Budget

\$48,444,374

| | |
|---------------------------------|------------|
| Base Aid Chapter 70 | 11,890,704 |
| Transportation Chapter 71 | 1,442,848 |
| Assessment Hampden (21.2152%) | 8,122,158 |
| Assessment Wilbraham (78.7848%) | 25,673,664 |
| Interest | 45,000 |
| Applied School Choice | 600,000 |
| Applied Medicaid | 220,000 |
| Applied E & D | 450,000 |



Our District

School Accountability Information

Green Meadows School – Title I
 Soule Road School – Title I
 Stony Hill School – Title I
 Wilbraham Middle School – Non-Title I
 Minnechaug Regional High School – Non-Title I
 Mile Tree School – Non-Title I School

Our Schools

| | |
|--------------------|-----------------|
| Elementary Schools | 3 |
| K-8 Schools | 1 |
| Middle Schools | 1 |
| High Schools | 1 |
| Total Square Feet | 701,839 |
| District Size | 42.08 sq. miles |

2019 Next Generation MCAS Test Results

Percent of Students Meeting or Exceeding Expectations

| Grade | Math | ELA | Science |
|----------|------|-----|---------|
| Grade 3 | 58 | 66 | |
| Grade 4 | 53 | 56 | |
| Grade 5 | 56 | 52 | 63 |
| Grade 6 | 57 | 67 | |
| Grade 7 | 44 | 55 | |
| Grade 8 | 52 | 62 | 55 |
| Grade 10 | 73 | 72 | |

Performance/Student Data

Our District Accreditation
 NEASC 2009 Accountability Rating

NEASC
 Academically Acceptable

Total Enrollment on October 1, 2019 (2019-2020) 3,003

| Enrollment by Grade (2019-2020) | | | | | | | | | | | | | | | |
|---------------------------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| Green Meadows | 26 | 46 | 36 | 46 | 41 | 42 | 42 | 15 | 15 | 14 | 0 | 0 | 0 | 0 | 323 |
| Mile Tree | 62 | 148 | 153 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 363 |
| Minnechaug | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 257 | 283 | 247 | 261 | 1048 |
| Soule Road | 0 | 0 | 0 | 0 | 0 | 160 | 160 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 320 |
| Stony Hill | 0 | 0 | 0 | 154 | 171 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 325 |
| Wilbraham Middle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 214 | 196 | 212 | 0 | 0 | 0 | 0 | 624 |
| District | 88 | 194 | 190 | 202 | 215 | 206 | 207 | 235 | 220 | 234 | 266 | 293 | 258 | 273 | 3003 |

Nutrition Services

| | |
|------------------------------------|---------------------------|
| Lunch Price | Elem/MS \$2.75, HS \$3.00 |
| Avg. Complete Lunches Served Daily | 1,248 |
| Avg. Equivalent Meals Served Daily | 633 |
| Avg. Total Meals Served Daily | 1,960 |

Geographical Information

| | |
|-------------------|-----------------|
| Hampden | 19.65 Sq. Miles |
| Population (2018) | 5,220 |
| FY19 Tax Rate | \$20.15 |
| Wilbraham | 22.43 Sq. Miles |
| Population (2018) | 14,749 |
| FY19 Tax Rate | \$22.38 |

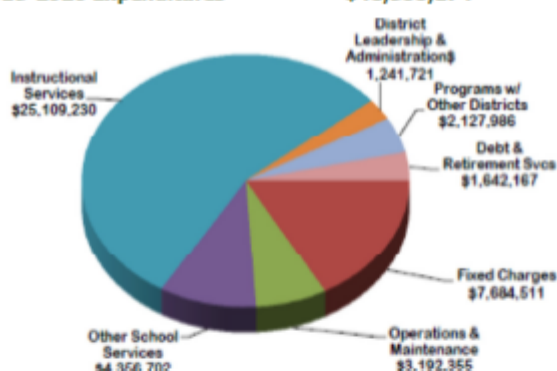
Regional Transportation

| | |
|---|----------|
| Number of Buses Running Daily | 47 |
| Cost per Bus Regular Transportation | \$60,077 |
| Cost per Bus Special Education Transportation | \$72,945 |

Financial/Basic Data

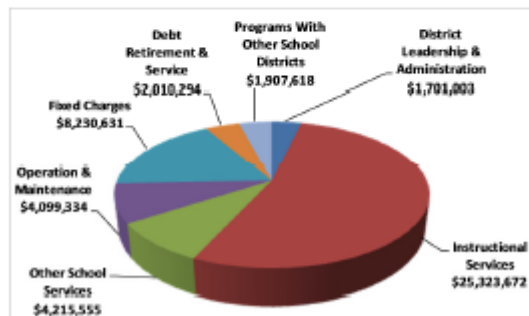
2019-2020 Expenditures

\$43,955,174



| | |
|--|-------------|
| FY20 Federal Grants | \$2,213,712 |
| State Grants | \$691,138 |
| Per Pupil Expenditure (2018) | \$15,567 |
| Per Pupil Expenditure State Average (2018) | \$16,945 |

FY20 Budget at a Glance



Our Students - Source: Department of Education

Enrollment by Gender (2019-2020)

| | % District | % State |
|--------|------------|---------|
| Male | 49.8 | 51.2 |
| Female | 50.2 | 48.7 |
| Total | 100 | 99.9 |

Enrollment by Race/Ethnicity (2019-2020)

| Race | % of District | % of State |
|-----------------------------------|---------------|------------|
| African American | 2.7 | 9.2 |
| Asian | 2.8 | 7.1 |
| Hispanic | 7.8 | 21.6 |
| Native American | 0.2 | 0.2 |
| White | 83.0 | 57.9 |
| Native Hawaiian, Pacific Islander | 0.1 | 0.1 |
| Multi-Race, Non-Hispanic | 3.5 | 3.9 |

Additional Academic Facts

| | |
|--------------------------|------|
| 2019 Number of Graduates | 285 |
| % Continuing Education | 89.5 |

2019-2020 Employees

| | |
|---|----------|
| Total Number of Employees | 539 |
| Administrative | 20 |
| Custodial/Maintenance | 25 |
| Food Service | 26 |
| Independents | 38 |
| Nurses | 9 |
| Paraprofessionals | 104 |
| Teachers, Counselors, ETLs, Psychologists, Therapists | 288 |
| Clerical | 20 |
| Teacher Salary (BA Step 1) | \$45,648 |
| Teacher Salary (M +30 Step 1) | \$54,690 |
| Teacher Retention Rate | 89.5% |

| Teacher Data (2018-19) Source: DESE | District | State |
|---|-----------|-----------|
| Total # of Teachers | 215.6 | 73,878.00 |
| % of Teachers Licensed in Teaching Assignment | 100.0 | 97.3 |
| % of Experienced Teachers | 91.2 | 82.6 |
| Student/Teacher Ratio | 14.2 to 1 | 12.9 to 1 |

Debt Service Schedules

| | FY20 |
|--|-------------|
| School Project: | |
| • \$2,738,000 Green Meadows School | \$198,000 |
| School Building Project: | |
| • \$18,835,000 - Minnechaug Regional High School | \$700,463 |
| (Re-Bonded \$22 Million Bond October 2017) | |
| • \$7,025,000 - Minnechaug Regional High School | \$440,294 |
| • \$5,030,000 - Minnechaug Regional High School | \$281,838 |
| Sewer Betterment: | |
| • \$1,351,600 - Hampden-Wilbraham RSD | \$101,370 |
| Total FY20 Debt Service Amount | \$1,721,965 |

FROM THE SUPERINTENDENT

Albert G. Ganem, Jr., Superintendent of Schools

The Hampden-Wilbraham Regional School District is a fully accredited public school district educating approximately 3,000 students in grades PreK to 12. HWRSD maintains six school buildings: in Hampden, Green Meadows School, an elementary/middle school; in Wilbraham, three elementary schools - Mile Tree Elementary, Stony Hill Elementary and Soule Road Elementary; one middle school - Wilbraham Middle School; and Minnechaug Regional High School.

The District is driven by a strong vision that shapes the development of school and district-wide improvement goals. Students, parents and staff work together as a true “community of learners” dedicated to a tradition of educational excellence. HWRSD students regularly demonstrate high levels of achievement and accomplishments in academics, athletics, community service and the arts. HWRSD parents and the wider community are actively involved in the educational process. HWRSD employees provide our students with a range of academic experiences and services, a well-coordinated and aligned program of curriculum and instruction and a firm commitment to maintaining healthy and safe learning environments. HWRSD is committed to working with all stakeholders to provide educational excellence in a cost-effective, efficient manner.

As Superintendent of Schools for the Hampden-Wilbraham Regional School District, I am proud to provide the following reports that highlight just some of the many great things happening in the District.

ANNUAL FINANCIAL REPORT

Howard G. Barber, Director of Finance, Operations and Human Resources

The Hampden-Wilbraham Regional School District annual budget is intended to support the District Improvement Goals by ensuring that the District remains focused on the safety and wellbeing of all stakeholders, improves and expands professional learning aimed at content knowledge and intervention, remains fiscally responsible, sustains our commitment to educational excellence for all learners, and continues to strengthen our approach to education using technology and 21st Century frameworks. The following are the guiding principles for the budget development process:

- To sustain the District’s vision and commitment to excellence
- To prioritize strategies and programs with proven cost effectiveness
- To develop manageable and affordable assessments to the towns of Hampden and Wilbraham
- To clearly communicate to all stakeholders
- To allocate funds strategically to create an aligned system
- To sustain school safety and wellbeing
- To manage student class sizes

The District continued to perform at a high level academically, while being challenged by many new instructional and technology-based initiatives and mandates where the pace and costs associated with these obligations was significant during difficult economic times. The member towns have high expectations for student achievement and continue to commit to investing in education while also experiencing their own fiscal stresses. The District continued to absorb increasingly significant financial mandated costs relating to, but not limited to, union contracts, health care and benefit costs, and out-of-district costs for student services. These aspects of operations heavily influence the overall financial picture of the District.

The District incorporated direct feedback from our communities in recognition of the economic realities of the District and two towns, while ensuring its ability to meet the needs of our schools in a fiscally responsible way. The District appreciates the efforts of Hampden and Wilbraham to contribute above the Minimum Local Contribution (MLC) level required by the State. This level of support from our towns has allowed the District to keep the core mission intact, and recognizes in the budget cycle their investments are imperative to the success of our schools' educational platforms. This will ensure that the District can provide the educational experiences our communities want for their children. These objectives have been met through staffing, programmatic and operational reductions, systemic and sustainable contract negotiations, pursuit of other revenue opportunities and development of strategic cost-saving initiatives and efficiencies.

CURRICULUM & PROFESSIONAL LEARNING

John G. Derosia, Director of Secondary Curriculum and Instruction

Julie B. Keefe, Director of Elementary Curriculum and Instruction

Across the District, our staff and students continue their teaching and learning that is aligned to the Massachusetts State Standards. With the recent update of History and Social Science Standards from the State, curriculum revisions and new resources have been added. Educational technology resources, in conjunction with physical resources, are integrated across content areas providing access to primary source documents, digital texts, maps, and multimedia resources.

The Workshop Model has been in place in grades K-5 for both Readers' and Math Workshop. Over the course of the year, curricular resources have been piloted with a cohort of teachers to strengthen Writers' Workshop with plans to expand further in the fall of 2020. The Wilson Foundations, which is explicit phonics and phonemic awareness instruction, has been expanded to students in Grade 2.

The District was awarded \$40,000 in grants from Mass STEM Hub to support Project Lead the Way modules thus enhancing our science, technology, engineering and math (STEM) instruction within science classes. This three-year grant will pay for professional learning and educational kits from Project Lead the Way that will continue our hands-on, minds-on learning in and out of the science lab.

Chromebooks have provided 1:1 access for students in grades 3-7 and the plan is to expand this to 8th grade next fall. Existing devices and carts will be reallocated to allow for device sharing in other grades. Teachers are using Edulastic, an online assessment tool, to get timely feedback on student understanding in order to better guide instruction.

Professional Learning for District staff has supported the use of resources and teaching methods for Writers' Workshop, Foundations phonics and phonemic awareness and content-specific professional learning for related arts staff. Elementary teachers attended workshops and received job-embedded coaching from instructional coaches on the Workshop Model for both literacy and math.

At the secondary curriculum level, we introduced the first 8th grade civics class in response to the change in the Social Studies Standards. With the purchase of the *We the People* text and the commendable work done by our 8th grade social studies teachers at Green Meadows and Wilbraham Middle, the course seeks to develop more informed and civic-minded students.

In the fall, all middle school teachers and administrators began designing a new middle school Program of Studies. The work encompassed a consistent approach to instruction, topics, and assessments to be compiled into one document. The main purpose was to develop predictable and understandable course

explanations for families and students. This Program of Studies is expected to be approved and implemented for the 2020-2021 school year.

After countless hours of work by the high school administration and staff, the students at Minnechaug Regional High School have a new focus on their class schedules with a change in the leveling of course options. The purpose of this was to condense and “right size” the curriculum and courses available to students. The previous method of Level 1, 2, Honors and AP was consolidated into College Preparatory, Honors and Advanced Placement (AP) offerings, which allow for a more flexible schedule and the enhanced delivery of curriculum to all students.



GREEN MEADOWS SCHOOL (Grades PreK – 8)

Sharon L. Moberg, Principal

Green Meadows School serves a population of 323 students in grades PreK-8. Our staff, parents and community are dedicated to helping our students to achieve their full potential and to strive for excellence. It is through our shared vision that we believe in fostering a respectful and challenging learning environment that cultivates interpersonal communication skills, collaboration, and a growth mindset.

The staff at Green Meadows is dedicated to the implementation of the State Standards across all content areas and focused on providing high-quality instruction that both motivates and challenges young learners. Common assessments are administered throughout the year to ensure that all students are taught a rigorous curriculum and to collect student learning data on priority standards. Data is used to focus re-teaching and intervention strategies to ensure all students learn foundational skills and concepts.

Green Meadows staff and students are also committed to maintaining a positive school climate. Through Morning Meeting and Advisory Program, students are taught the values of team building, leadership and service learning, as well as the five social competencies of social-emotional learning. Various after-school enrichment opportunities offered at Green Meadows include Student Council, Yearbook, Fitness Club, and Art Club. These activities support our goal of a safe, nurturing, and respectful learning environment at Green Meadows School.



MILE TREE ELEMENTARY SCHOOL (Grades Pre K – 1)

Joanne C. Wilson, Principal (Through June 2019)/Marie E. Pratt, Principal (As of August 2019)

Mile Tree School strives to instill a love of learning in its 363 young students during their important formative years. Our experienced, dedicated staff fosters and encourages students to reach their potential in a safe, nurturing early childhood setting.

This community of learners embraces the school expectations of *Be Kind, Be Responsible and Be Safe*. Using tenets of Responsive Classroom and Positive Behavioral Interventions & Supports (PBIS), teachers create a positive school climate promoting and enhancing students' social skills. The Second Step Program, an evidence based social emotional learning curriculum, was implemented to promote social emotional development, safety and wellbeing.

In Kindergarten and First Grade, using the Workshop Model in reading and math, students are taught at their individual level. There are opportunities for both whole class and small group lessons. Students are engaged in a variety of hands-on activities that provide practice, reinforcement and extension of lessons taught.

Parents and families are strong supporters of Mile Tree through volunteering in classrooms, involvement in the PTO and attending the many family engagement activities. The PTO and school are partners in providing a variety of academic and community-building opportunities to enhance our children's learning journey at Mile Tree Elementary School.



STONY HILL ELEMENTARY SCHOOL (Grades 2 – 3)

Monique C. Dangleis, Principal

At **Stony Hill School**, we see our 325 students as full of possibilities and potential. By instilling a passion for learning, we develop their persistence to succeed and opportunities to shine. We see ourselves as bridge builders, striving to bridge ideas and relationships between our students, colleagues and families, as well as our district and community. We build bridges through community outreach events such as our annual Thanksgiving Festival where families contribute to a food drive for local soup kitchens and participate in several activities to celebrate the spirit of giving. We also invite community members into our classrooms to present at our Math Matters event. Each presenter shares real-world examples of how math is used in their careers. This helps children see the value and relevance of learning math skills early in life. Another bridge building event is having parent volunteers present a classroom activity that integrates science, technology, engineering, arts and math during our STEAM Ahead Week.

Stony Hill staff and students are committed to maintaining a positive school climate. Students learn C.A.R.E.S. traits that help them realize that they are most successful when they Cooperate, Assert themselves, act Responsibly, have Empathy for others and demonstrate Self-control. We believe that students' social-emotional learning is paramount to their academic success. As a Responsive Classroom school, we utilize Morning Meetings, Closing Circles, and Academic Choice to build community and self-efficacy among our classroom teams. Students facilitate frequent assemblies, presentations, and celebrations that focus on character traits. Our mascot, Junior Falcon, is always present to promote enthusiasm and leadership. Our team approach of analyzing social-emotional data includes our School Psychologist, Adjustment Counselor and Responsive Classroom trainers. Together, we support teachers in their efforts to identify students' needs and provide targeted interventions that lead to a safe, nurturing and respectful learning environment.

The Stony Hill staff continually seeks ways to improve literacy and math teaching and learning. We use the Workshop Model that focuses on the development of critical thinking skills. Teachers utilize standards-aligned units of study, district-wide common assessments, and the data cycle in a concentrated school-wide effort to ensure student success. Our highly qualified staff implements a multi-tiered approach to literacy that develops students' independence and fosters their ability to listen, speak, read, write and comprehend multiple genres of text. They also focus math instruction on the Eight Standards of Mathematical Practice in a workshop culture that fosters discourse and promotes mathematical habits of mind, thus allowing students to grow in their ability to identify and carry out multiple approaches to solving problems. Enhanced technology has played an integral part in the implementation of 21st Century thinking and learning at Stony Hill. All students use Chromebooks to access Google Classroom and other programs where teachers assign specific tasks and activities based on each child's needs. Evidence of our efforts to insure a high-quality education for our students is seen in our scores on nationally normed screenings and statewide testing. Every member of our school community shares the common goal and vision of nurturing safe, healthy, happy learners at Stony Hill School.



SOULE ROAD ELEMENTARY SCHOOL (Grades 4 – 5)

Lisa O. Curtin, Principal

Soule Road Elementary School currently enrolls 320 students in grades four and five. It is a community where students participate in challenging and engaging learning opportunities, develop critical thinking skills, demonstrate positive social behavior and grow as individuals. Staff and students meet high standards in a safe, supportive, nurturing environment where all individuals are respected and appreciated. The entire Soule Road School staff works diligently to provide positive learning experiences while meeting the needs of the individual child.

To teach and foster positive social behavior, Soule Road School continues its commitment to Responsive Classroom practices, as well as Positive Behavioral Interventions & Supports (PBIS). Teachers begin each day with a Morning Meeting designed to teach and model positive social interactions and to help students learn how to solve school-related problems. Throughout the day they incorporate lessons based on the five Social-Emotional Competencies to enhance students' ability to integrate skills and behaviors so they can effectively navigate social and academic settings.

In an effort to provide 21st Century teaching and learning, Soule Road School students have access to their own Chromebooks to use throughout the school day. Teachers are designing engaging lessons using various technologies and providing students with a wide variety of targeted learning opportunities. In addition to providing rich, student-centered instruction across content areas, teachers have focused considerable effort on implementing reading, math and writing workshops. The Workshop Model provides teachers with the opportunity to differentiate their instruction to meet the needs of all learners. The goal is to provide students with rich and rigorous educational experiences that will result in proficient readers, writers and mathematicians with interpersonal skills to successfully navigate the 21st Century.

An active home-school connection is an essential component to a successful school community. From fundraising and volunteering in the classroom, to promoting the implementation of our School Improvement Plan, the Soule Road School Council and PTO provide endless support to the students and staff. The PTO organized several fundraising events throughout the year, including the popular Scholastic Book Fair. The PTO volunteers were instrumental in the production of Souleto, which is our combination spring open house and creative arts festival. This well-attended school event celebrates the arts, student performances and the entire school community. The PTO's themed gift basket fundraiser is always a huge success! Proceeds fund educational programs presented at school, as well as field trips to locations such as the Connecticut Science Center, Old Sturbridge Village, and the Sons and Daughters

of Liberty Tour in Boston. Soule Road School is very grateful for the many volunteers who give their time and talent to enrich the lives of our students.

In addition to the awesome learning inside our school, Soule Road School underwent an exterior door replacement project and now has beautiful, energy efficient, secure doors.



WILBRAHAM MIDDLE SCHOOL (Grades 6 – 8)

Thomas J. Mazza, Principal

Wilbraham Middle School (WMS) is a community where staff works collaboratively to provide a safe environment where our 624 students can reach their full potential academically, socially and emotionally. At WMS, we Work hard, Make good choices, and Stay positive. This is also the social contract for our campus.

The School Improvement Plan focused on four strategic goals in order to make progress and narrow proficiency gaps. WMS is continuing the work on our Multi-Tiered System of Supports (MTSS) initiatives which include strengthening our Tier 1 behavior interventions; the launch of School-Wide Information System (SWIS) Suite, the web-based information system to collect, summarize and use student behavior data for decision making; and the expansion of the REACH ticket incentive program (Relationships, Education, Accountability, Character and Hard Work). These social-emotional components to our school curriculum are designed to support a positive school climate and culture.

When creating our goals, the baseline data was collected from staff surveys, professional development, and team meetings. MCAS data is monitored and used to direct current instruction. Diagnostic data from FastBridge is assessed quarterly and data is used to assign specific students to all Tier 2 academic programs. Informal data (tests and homework), District Curriculum Accommodation Plan (DCAP) and Positive Behavioral Intervention & Supports (PBIS) are used to support the teaching and learning throughout the school year.

Goal 1: WMS will work through the Instructional Leadership Team (ILT) to increase implementation of identified Tier I teaching strategies in all classes in all content areas. WMS will utilize research-based strategies and provide training and support on a consistent basis during the school year. Tier 1 strategies will include, but are not limited to, close reading, increased student discourse and conferencing. With an academic strategic goal in place, we expect an increase in teaching pedagogy and student achievement in order to support progress in narrowing proficiency gaps. This goal has been designed to increase student learning in all content areas.

Goal 2: WMS will continue to implement strategies to support the social and emotional well-being of all students at WMS. We work hard to support the social-emotional well-being of all students. Through the

efforts of faculty and staff and the Safe Schools/Healthy Students Grant, we work to create an environment that is conducive to adult and student growth. Our baseline data was gained from the Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) Universal Testing.

Goal 3: WMS will work to increase family and community engagement throughout the school year. WMS will host several school-sponsored events to increase communication with all WMS stakeholders. Events include fall festival, parent open house, winter music performances, student postcard recognition program and student after-school programs.

Goal 4: As part of the district-wide initiative, an Instructional Leadership Team (ILT) has been developed at WMS to support the faculty and students. The primary role of the ILT is to help lead the school's effort at supporting the improvement of teaching and learning. Our focus is to create targeted professional development for the staff at WMS by identifying, learning and using effective instructional practices. All WMS teachers were trained in the Close Reading Strategy and implemented it within their classrooms.

Wilbraham Middle School is in the second year of transitioning to a true middle school model. As a result, students experience learning with a team of teachers consisting of English language arts, history, math, science, reading, and foreign language. A strong focus is placed on building a solid culture that builds a bridge between school and family. As a result of the District initiative of establishing connections, WMS worked to increase communication between staff/student and staff/families. We believe the ultimate growth of our students will be enhanced through tools such as student agenda books, parent portals, conferences, school/family events, open houses and weekly parent notifications, all of which support a collaborative relationship with all stakeholders of Wilbraham Middle School.



MINNECHAUG REGIONAL HIGH SCHOOL (Grades 9 – 12)

Stephen M. Hale, Principal

Minnechaug Regional High School continues to excel in the academic, social, and physical education of its 1,050 students. The faculty and administration remain firmly committed to the school's mission of "providing a safe and academically challenging environment that promotes the growth and well-being of all community members and assisting our students in becoming active world citizens who value integrity, citizenship, and respect." The major goals of the School Improvement Plan developed by the School Council are: 1) Increase awareness, knowledge, and implementation of a school climate team to expand upon and increase school safety measures for all students and staff; 2) Engage the staff in

NEASC process and overall continuous improvement; and 3) Engage faculty and staff in the frameworks of deeper learning.

The following reports from the various departments highlight just some of the many commendable educational activities at the high school.

The **Athletics Department** carried on the tradition of excellence both on the field and in the classroom, with 98% of our student athletes meeting the academic expectations for team membership. Data indicated that over 55% of the student population participated in at least one sport. We offered 28 different sports and levels and are proud to offer a no-cut option each season, which increases our participation rate. The Multi-Purpose Turf Field Project, funded through the Booster Club and contributions from our communities, was completed in time for the fall season and was a huge success. Many of our teams had successful seasons and qualified for post-season play. The true success of our program, however, was demonstrated through the daily work of our coaches, student athletes and families and the lessons learned on and off the field to create a well-rounded student athlete. As always, we appreciate the support from both towns and hope the increased attendance at our events continues. *We are Chaug!*

Highlights in the **Business Department** include the Sports and Entertainment Marketing class tour of Fenway Park where they learned about the history of the stadium, sponsorships, sports marketing opportunities, and how the park utilizes the stadium for entertainment purposes. The Future Business Leaders of America Club attended the State Conference and Competition Leadership Conference at Bentley University and four students won top prizes. The Management and Marketing class held the 5th Annual Minnechaug Car Show and raised approximately \$7,000! The Sports and Entertainment Marketing class engaged in a media guide project for a sports team at Minnechaug that included creating a media guide brochure, trading cards for seniors, and a video that included the use of media storynomics as a way to tell the highlights of the sport, team, players, and coaches. The Introduction to Business classes engaged in a stock market simulation game where each student competed for a chance to win prizes.

English Department highlights include: MCAS English Language Arts (ELA) scores continued to hold strong at 99% scoring Exceeds or Meets expectations; developed honors level curriculum for 9th grade English; completed second year of Freshman Foundations by redeveloping curriculum and instruction to benefit courses across subject areas; focused on reading, writing, research and presentation skills; and completed the second year of implementing AP Seminar in which students explore issues from multiple perspectives, evaluate their sources, form their own evidence-based arguments and are assessed through team presentations, individual written essays, individual presentations, and AP exam.

Fine Arts Department Chairperson and Band Director, Margaret Reidy, was chosen to receive the Massachusetts Music Educators Association 2019 "Distinguished Service Award". The award is presented annually to one educator in recognition of exceptional support and outstanding accomplishments towards the advancement of music education in the schools of Massachusetts, both public and private grades K-college. The art faculty presented an Art Show for grades 9-12, featuring students' work in photography, graphics, ceramics and AP work. The 25th Annual Jazz Showcase featured jazz students in grades 6-12 and the bands and string ensemble competed in the Baltimore Festival of Music. The wind ensemble achieved the overall 1st place grand prize among all bands and orchestras and the string ensemble received a rating of "superior." The marching band, along with choir students, participated in Hampden Memorial Day and Wilbraham Veterans Day ceremonies and the

marching band participated in the Big E parade. Band members welcomed 8th graders to a “tailgate” picnic before their Elton John Halftime Show (pictured below).

Minnechaug’s music program was well represented when 18 students participated in the Western District Music Festival, three students were accepted to All-State, 13 students performed in the Quabbin Valley Music Festival, and two students were accepted to the All-New England Orchestra.



MRHS Band Elton John Halftime Show on the new multi-purpose turf field.

The Foreign Language Department continued its efforts to implement proficiency-based activities and 21st Century methods into the curriculum. Students were provided communicative opportunities and activities to interact with one another in their second language by increasing the use of technology and authentic resources. Making cultural connections with grammatical concepts through proficiency activities utilizing the three modes of communication - interpersonal, interpretive and presentational - teachers increased student engagement by executing creative activities such as student-centered projects, scavenger hunts, and Edpuzzle assessments using videos, pen pal exchanges and multi-media presentations. In addition to revising curriculum and updating common exams, teachers created common benchmark exams to administer to students each term. Teachers continued to attend workshops to build on their knowledge of teaching towards proficiency. Always a popular event, Foreign Language Week was observed by the entire Minnechaug community participating in a variety of special activities to celebrate cultural differences in people around the world and to promote understanding of others. As a way to provide additional opportunities for our students to engage in different languages and to introduce them to different aspects of the culture through activities, food, arts, and entertainment in an environment outside of the classroom, we offer an International Club, French Club, and Spanish Club.

The History and Social Science Department had a busy year aligning courses with the updated Massachusetts Department of Education History Curriculum, including content shifts and more literacy and practice elements. Many of the department’s educators attended workshops on how to unpack the new requirements and implement them successfully in the classroom. Teachers revised lessons to prepare students with more skills-based practice, primary document analysis and hands-on experiences. Teachers continued to update their core knowledge base and professional status by taking courses online and participating in various workshops. Other department highlights include observing Constitution Day in each class; hosting engaging guest speakers; and taking field trips to the Newport mansions, Boston’s Freedom Trail and Massachusetts Statehouse. Our department’s clubs continue to thrive at local

competitions including the AIC Model Congress Joint Session and the MA Law Association Mock Law Competition.

The **Information and Research Commons (IRC)** continued to support student and educator challenges, as well as individual curiosity. The IRC added new InfoBas subscription databases to its collection that allows for educators to better differentiate reading levels while focusing on content understanding. The IRC also updated its Massachusetts Library Systems database offerings that support career and vocational interests and skills. In addition to instructional collaborations, the IRC's certified librarian instructs seniors in the AP Research course where students are able to conduct an original research study. The print collection continues to grow to keep pace with students' reading interests, as well as expanding knowledge beyond the curriculum. The IRC hosts both the Student Library Advisory and Computer Science Clubs. The IRC had a large projector system installed to enhance its capabilities for hosting school and community events. The project was partially funded by a generous grant from the Wilbraham Hampden Academic Trust (W.H.A.T.).

The **Mathematics Department** remained actively involved with curriculum revisions in order to "Step Up" our curriculum in our new Honors and College Prep level courses. For the first time, a College Prep Pre-Calculus course was taught in order to prepare students for college fields that require a Pre-Calculus foundation. A Carnegie Algebra 2 Part 2 course was added to allow Carnegie students to complete the Algebra 2 curriculum at a pace designed for them. New lesson plans were developed throughout our courses that focused on the mathematical practice standards and make connections to new curricular topics. In both the AP courses and Carnegie courses, projects were assigned to allow the students to draw real-world connections to the concepts taught; and in the AP Statistics course, students researched and designed a study related to a topic of personal interest. The department created common benchmark assessments in order to gain data regarding students' growth of conceptual knowledge and problem-solving skills in our math courses. Data analysis related to the common final assessments in all courses provided valuable feedback to best meet the needs of the students and allow for curriculum revisions to be identified. All math courses challenge students while aiding in the development of critical thinking and problem solving skills. The Mathematics Department was accepted into the Amazon Future Engineer program in partnership with Edhesive. This program creates learn-to-work opportunities for students through AP Computer Science courses, college tuition scholarships and Amazon Future Engineer internships in software design. Our students were very accomplished with four Advanced Placement BC Calculus students representing Minnechaug in the 32nd annual WPI Invitational Mathematics Meet and the Mathletes competing against local high schools. Both the WPI team and the Mathletes placed in the upper half of all competing schools. Lastly, the Department provided two student interns with the opportunity to work with a math teacher to learn about curriculum design, effective teaching strategies and overall data analysis.

The **Physical Education/Health Department** continued to promote student-learning expectations by instilling the necessary skills to maintain personal and community wellness. The department also continued its great working relationships with local colleges and universities to mentor students in their pre-practicum and practicum experiences.

The **School Counseling Center (Guidance Department)** continued offering a variety of programs to serve students and parents in a proactive manner. Some of the community outreach services include workshop on writing college essays, College Financial Aid Night, College Night for juniors and their parents, Career Fair for students and parents, College Fair, orientation program for 8th grade students and parents, and reception for transfer students. The SAT Reasoning and Subject tests, ACT, PSAT, ASVAB and AP exams were all administered at Minnechaug. The Internship Program for seniors

continued as one of the strongest in Massachusetts, with almost 90 Minnechaug students working at their job placement every day for an entire semester. The School-to-Career Specialist and School Counselors (Guidance) work with students on relevant topics in Developmental Guidance classes such as transition to high school, four-day career readiness program, college readiness and financial planning through the Credit for Life program. Every student uses the on-line platform Naviance throughout high school to help with the process of deciding future plans and college research. School Counselors and Adjustment Counselors meet individually with students to assist in developing course schedules, make career and college choices, and deal with personal issues and concerns. All Counselors are members of our Student/Teacher Assistance Team (S/TAT), which is an early academic intervention program. A Guidance Advisory Council consisting of students, teachers and parents meets each term to review Guidance Department services and provide input on how to better meet the needs of all students.

The **Science Department** highlights include the development and implementation of a new Environmental Science course for freshman. In 2019, our AP students had great success: AP Environmental Science students had an average score of 3.56, which was above the state average of 3.00 and the national average of 2.68; AP Biology students had an average score of 3.43, which was above the state average of 3.17 and the national average of 2.93; and AP Chemistry students had an average score of 3.19, which is above the state average of 3.11 and the national average of 2.74.

Student Activities Department continued to offer over 50 co-curricular student activity programs with participants gaining experience in fundraising, community service, and academic competitions with State and National awards. Students raised over \$12,000 to donate to local and national charities, provided over 5,000 hours of community service, held numerous food and clothing drives, provided over 250 hours of tutoring, and awarded over \$2,000 in scholarships. New clubs were developed based on students' interests.

Some highlights of the various clubs available to students include:

Above the Influence Club continued its work in the community raising awareness around healthy life decisions and some members were representatives on the Partners for Youth Coalition.

Art Club continued to grow and members created various forms of art to share and display throughout the school.

Canine Club organized dog walks throughout the school year and hosted its annual dog show for the community.

Celebrate Life Club completed three community service projects.

Chess Club hosted competitions with other schools, while holding weekly chess games for Minnechaug members.

Color Guard program continued to grow with the group performing in the Big E parade, Homecoming Half-Time Show, PAVAS Talent Show, and the Hampden Memorial Day Parade.

Emeralds Literary Magazine received the Columbia Scholastic Gold Award.

Falcon Yearbook had another successful year that included advanced student staff training and a well-received yearbook.

Fashion Club hosted their first Fashion Extravaganza where local small clothing businesses had the opportunity to present their merchandise.

Future Business Leaders of America (FBLA) received many awards including 1st place for the STCC Business Plan competition, the community service award, journalism award, and the organizational leadership award.

Gay-Straight Alliance (GSA) hosted events for our school community and combined with other schools for a Potluck Movie Night. Members attended trainings in the region and one served on the State GSA Board.

Key Club participated in numerous local community service projects and donated to various charities.

Lumberjack Club provided community service within the school district and at local charities.

Mock Law program competed in two trials this year, with two students receiving perfect scores.

Model Congress participated in the AIC competition and received an Award of Distinction for their involvement.

Model UN participated in two competitions this year.

National Honor Society provided tutoring for more than 150 students and completed a dozen community service projects.

One Act Plays traveled to the State competition and three student directors had the opportunity to present their selected plays.

Smoke Signal published four newspapers during the year, all while learning the elements of running a newspaper with experience in selling advertisements, taking photos, writing articles, and laying out issues.

Student Council received the Massachusetts Association of Student Councils (MASC) Gold Council of Excellence Award, the Five-Star Award and a Top Ten Project Award, plus earned a position on the MASC State Board. Minnechaug also received the National Student Council Gold Council of Excellence Award. Minnechaug students and their advisor presented workshops at the State and National conferences with the objective of enhancing student leadership in other students and schools.

Technical Theater Club assisted school and community events with lighting, sound, and stage crews.

Teens Helping Other Teens program hosted events to benefit our entire community. The club also organized a scholarship in memory of Patricia Hogan, former department chair of the History and Social Sciences department.

Video Game Club, a new club, created opportunities for students to explore different games and gaming systems, while teaching other students.

In the **Special Education Department**, the Barton Reading and Spelling program, which is a research and evidence-based program influenced by the Orton-Gillingham multi-sensory approach, was added to our intensive reading intervention program. A Transitions Class was also added for our senior students to take in their final semester. The Transitional Seminar provides seniors on IEPs with direct instruction in the areas that focus on skills related to post-secondary transition and independent living and is designed to guide them as they plan to move on to vocations, trade schools, college or military service. Class topics included self-advocacy, problem solving, goal setting, decision making, managing finances, college application process, health and well-being, effective communication, employability, and interpersonal skills.

In the **Tech Ed Department**, the Graphic Communications class began accepting in-house design work such as completing advertisement posters for the Annual Car Show run by students in the Business Department; creating MCAS movie posters to communicate information about MCAS in a fun, engaging way; and designing assets for the "Step Up" campaign across Minnechaug. The Photography courses began to work hand-in-hand with yearbook staff, photographing school events for use in the Falcon Yearbook's design. Graphic Communications and Photography classes participated in the school-wide art show for the first time.



THORNTON W. BURGESS MIDDLE SCHOOL

Health, Safety and Student Support

STUDENT SERVICES

Gina M. Roy, Director of Student Services

The Student Services Department, currently located at Thornton W. Burgess Middle School, is responsible for the coordination of special education and support services for the District. The goal of the Student Services Department is to provide each student the necessary skills and supports they need in order to function effectively in the school and community environment. In addition to special education teachers and paraprofessionals, Student Services utilizes the expertise of school psychologists, speech/language pathologists, school adjustment counselors, physical therapists, occupational therapists, vision and hearing specialists, behavior specialists and several consultants specializing in various areas of educational programming.

Initial interventions for our students begin with general education teachers who provide a continuum of instructional accommodations to assist students with diverse learning styles. Each school has its own Student/Teacher Assistance Team (S/TAT), which is comprised of building professionals dedicated to enhancing the effectiveness of the learning process for each student. In the event that the interventions provided do not result in the anticipated improvements for the student, the S/TAT will make a referral for a special education evaluation in order to determine if there is an educational disability undermining the student's ability to make effective educational progress. As needed, specialized instruction, support services, and/or specific therapies may be recommended and provided to the student in the least restrictive environment determined.

As a District, we continue to develop and support special education programs within our schools to meet the unique needs of our learners. A new Transition Program for 18-22 year old students was introduced in the fall of 2019 and is based at Thornton W. Burgess Middle School. Previously these students attended out-of-district programs after high school but we preferred keeping our students here in the HWRSD if possible. This new program provides access to Life Skills and Social Skills Curriculums, with opportunities to apply skills learned in various community settings; Vocational Training and experience through supervised internships; and the opportunity for some students to take classes at Holyoke Community College through the Massachusetts Inclusive Concurrent Enrollment Initiative (MAICEI) program.

For all special education providers, we continue to investigate new research-based interventions that will provide further learning opportunities for our students, plus we conduct all required training prior to the implementation of new programs. With all interventions, we complete regular progress monitoring, assessments, and data collection in order to determine how individual students are developing and to make recommendations to the teaching staff. Student progress is communicated through TEAM meetings and/or parent/guardian conferences.

Our goal in Student Services is to continue to seek and implement new and effective educational options for all students in the Hampden-Wilbraham Regional School District.

CENTER FOR HEALTH AND SAFETY

Gina S. Kahn, Ed.D., Director – Safe Schools/Healthy Students

The Center for Health and Safety, located at Thornton W. Burgess Middle School, continues to serve as a connecting point for the wide range of programs, services and activities across the HWRSD focused on our students' physical, social and emotional well-being. The Center is home base for initiatives in support of school safety, school climate, substance misuse prevention and behavioral health.

This was a milestone year for a number of the grant-funded programs that have had a role in promoting this important work. We applied for two significant competitive grants to improve safety and security in our schools and were successful in receiving both. The first was a \$60,000 award from the Massachusetts Executive Office of Public Safety that enabled the expansion of safety and security measures, such as additional cameras and radios, perimeter protection, and supplies needed to advance the "Stop the Bleed" project, an innovative collaboration between first responders and school district personnel that included training for District staff to be able to respond quickly to critical injuries involving traumatic bleeding. HWRSD was also notified that it was the only school district in New England selected to receive a grant from the Department of Justice's COPS office. This \$411,911 award allowed an even greater expansion of our safety and security infrastructure, with a special focus on training, technology and tools that could prevent school violence. Initial efforts in this two-year project emphasized planning, assessment, and acquisition of materials and supplies. The District Safety and Emergency Advisory Team (SEAT), a multi-disciplinary and inter-agency group that has been a fixture in school safety planning since 2003, continues to coordinate these new resources within its efforts to identify health, safety and security concerns that impact the school environment and to recommend best-practices that will increase safety assets and reduce vulnerabilities. Quarterly, the team incorporates a focus on the District's wellness agenda, further supporting policies, practices and strategies that promote the safety and well-being of the District's students and staff.

In the realm of social-emotional and mental health support, sustainability was the focus of efforts for the District's landmark five-year School Climate Transformations Grant that is scheduled to conclude at the end of March 2020. Towards its mission, *to strengthen and expand the District-wide tiered model of social-emotional learning and positive behavioral supports that give students the tools for success in their school and life experiences*, the District has formalized the role of school teams in the use of data to identify areas of concern and develop and monitor effective interventions. Training in social-emotional learning-based programs such as Advisory, Responsive Classroom and Second Step will allow these practices to continue in order to promote safe and supportive environments where empathy, respect, responsibility and caring relationships are fostered every day. Recognizing the importance of community partnerships in the development of a continuum of services for our students, the District also applied for and obtained a \$110,000 grant from the Massachusetts Department of Elementary and Secondary Education to expand access to both school and community-based mental health resources.

Equally relevant to the vision of community collaboration and partnerships, the Hampden-Wilbraham Partners for Youth Coalition continues to be a growing network of community members and organizations working to promote physical health, mental health and safety for all Hampden-Wilbraham youth through the prevention of substance misuse. In anticipation of the conclusion of the Coalition's funding from SAMSHA's Federal Drug Free Communities (DFC) grant in September 2019, the Coalition applied for and was awarded an additional five-year funding cycle. This will provide an additional \$125,000 per year to focus on a coordinated, comprehensive approach to substance misuse prevention among our youth. While the Coalition continues its broad-based environmental and educational strategies, special emphasis was given to increasing community awareness and prevention efforts related to the emerging problem of electronic nicotine delivery devices, typically referred to as vaping. Also recognizing the importance of behavioral health in the prevention equation, the Coalition continued to offer Youth Mental Health First Aid training to all interested adults who interact with youth. Through these readily-available courses, over 350 participants have learned the warning signs of adolescent mental health concerns and how to help with a mental health or substance misuse challenge. A wealth of Coalition materials to help promote safe, healthy and drug-free youth development are available upon request, and most can also be downloaded from www.HWP4Y.org, a website providing up-to-date information about the Coalition, its in-depth resources and activities, and how to become involved.

In June, Gina Kahn, Director of Safe and Healthy Students Programs, announced her intention to retire. In her retirement message, Dr. Kahn described a transition plan that included completion of current grant project commitments during the 2019-2020 school year, and expressed her deepest appreciation to the countless District and community partners for the privilege of their connection to the vital work done every day on behalf of our Hampden-Wilbraham students, families and communities.



Members of the Hampden-Wilbraham Partners for Youth Coalition

SCHOOL HEALTH SERVICES

Teri L. Brand, RN, BSN, NCSN, Nurse Leader

The School Health Services school nurses play a vital role in supporting a District priority of improving student learning and achievement. Our school nurses support this goal in their daily work as they assist in the efforts to keep all students safe, healthy and ready to learn. Our DESE-licensed school nurses in each school building administer comprehensive school health services to all students, promote health and safety, intervene with actual and potential health problems, provide case management services, dispense first aid and emergency care, manage students with complex health needs, monitor immunization compliance, oversee communicable disease surveillance, perform mandated health screenings and offer health counseling and education.

For the school year ending in June 2019, there were 42,482 student health encounters for nursing services. With a calculated return-to-class rate of 94%, nursing care interventions assist students to remain in school. School nurses carry out procedures for student assessment and treatment including blood glucose testing, carbohydrate/insulin calculation, medication administration, auscultation of lungs, vital signs measurement and scoliosis brace care. Health screenings at prescribed intervals were conducted including vision, hearing, and height/weight (BMI). Additionally, the Universal Screening, Brief Intervention and Referral to Treatment (SBIRT) was conducted with 7th and 9th graders.

The District was awarded a Comprehensive School Health Services grant that will provide additional support to students through the services of a nurse care coordinator. The funds will also support school nurses with per diem nurse hours so they can attend important student meetings and collaborate with school personnel. Professional development for school clinicians will also be augmented.

In collaboration with the Scantic Valley Regional Health Trust (SVRHT), several wellness programs were offered to HWRSD and municipal employees including an employee health fair, incentivized health promotion programs, exercise and relaxation programs, incentives for completing health screenings and access to smoking cessation support. We continued our partnership with the Wilbraham CVS pharmacist to provide an on-site flu clinic at each school building for District employees.

School nurses are grateful to members of the Wilbraham Women's Club who volunteered to assist with performing mandated vision and hearing screenings in select grades. We also appreciate all the help from parents who assisted in administering the fluoride mouth rinse program for students in select grades at Mile Tree, Stony Hill, Soule Road and Green Meadows.

HAMPDEN-WILBRAHAM REGIONAL SCHOOL COMMITTEE

"A School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility." (Source: *Massachusetts Association of School Committees*)

Members through June 2019

Patrick Kiernan, Chair
William Bontempi
Sherrill Caruana
Michelle Emirzian
Sean Kennedy
Rita Vail
Heather Zanetti

Members as of July 2019

Patrick Kiernan, Chair
William Bontempi
Sherrill Caruana
Michelle Emirzian
Sean Kennedy
Maura Ryan
Heather Zanetti

RETIREMENTS FROM HWRSD

On the occasion of their retirement, the District gratefully acknowledges the following employees for their many years of service to the children, families and staff of the Hampden-Wilbraham Regional School District:

| | | |
|------------------|------------------------------------|------------------|
| Bea Abrahamson | Paraprofessional | Mile Tree |
| Steve Allosso | Special Education Teacher | Minnechaug |
| Amy Basile | Kindergarten Teacher | Mile Tree |
| Kathy Charest | Paraprofessional | Green Meadows |
| Ellen Collins | 2 nd Grade Teacher | Green Meadows |
| Donna Dinelle | Paraprofessional | Green Meadows |
| Christine Dodd | Paraprofessional | Green Meadows |
| Bob Doyle | Mail Courier | District Office |
| Mike Fauteux | Custodian | Wilbraham Middle |
| Mary Gardner | Foreign Language Teacher | Minnechaug |
| Deb Gelinas | Special Education Teacher | Stony Hill |
| Denise Gendron | Music Teacher | Soule Road |
| Donna Goff | 2 nd Grade Teacher | Stony Hill |
| Diane Grady | 8th Grade Foreign Language Teacher | Wilbraham Middle |
| Sharon Jolicoeur | Paraprofessional | Green Meadows |
| Darlene Maconi | Title 1 Teacher | Green Meadows |
| Gary Manuel | Tech Ed Teacher | Minnechaug |
| Pat O'Reilly | Math Teacher | Minnechaug |
| Beth Perkins | Administrative Assistant | Minnechaug |
| Donna Pratte | Food Service | Minnechaug |
| Donna Rhodes | Executive Assistant | District Office |
| Richard Scott | Tech Ed Teacher | Minnechaug |
| Ila Smith | 1st Grade Teacher | Green Meadows |
| Pat Williford | 3rd Grade Teacher | Stony Hill |
| Terry Wilson | 8th Grade Science Teacher | Wilbraham Middle |

This group of dedicated retirees provided a total of 491 years of service to the Hampden-Wilbraham Regional School District!

SCHOOL COUNCILS

The Hampden-Wilbraham Regional School District wishes to acknowledge the efforts of the School Councils and to thank them for volunteering their personal time to pursue a commitment to the education of young people. We would also like the community to recognize the services rendered by these parents and citizens:

| | |
|--|--|
| Green Meadows Elementary School | Soule Road Elementary School |
| Sharon Moberg, Principal | Lisa Curtin, Principal |
| Michal Boudreau | Christine Casagrande |
| Brett Castellano | Danielle Dugre |
| Cynthia Miller | Cathy Mahoney |
| Becky Orr | Jennifer Powell |
| Melanie Patterson | Nicole Steven |
| Andy Villamaino | Special Education Parent Advisory |
| Carol Winters | Kristina Guerin |
| Mile Tree Elementary School | Joyce Leckey |
| Marie Pratt, Principal | Anne Mole |
| Michelle Croteau-Hall | Kristin Szpakowski |
| Karl Gates | Maggie Wurm |
| Sandy Goodale | Stony Hill Elementary School |
| Pam Pearson | Monique Dangleis, Principal |
| Lisa Person | Laura Britton |
| Stacey Rosen | Dacia Hoskinson |
| Amy Selvia-Smith | Lynn Mayotte |
| Minnechaug Regional High School | Jill Pszeniczny |
| Stephen Hale, Principal | Wilbraham Middle School |
| Lauren Beaudin | Tom Mazza, Principal |
| Lena Buteau | Mara Colon |
| Heidi Drawec | Serenity Greenwood |
| Olivia Elliott | Keri Lee |
| Jaime Fisher | Rosemary Oldread |
| Donna Gregory | Carey Pace |
| Jacob Hulseberg | Sean Rooney |
| Jennifer Kovarik | |
| Keith Poulin | |

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT DIRECTORY

Central Office

Albert G. Ganem, Jr., Superintendent of Schools
Howard G. Barber, Director of Finance, Operations & Human Resources
John G. Derosia, Director of Secondary Curriculum & Instruction
Julie B. Keefe, Director of Elementary Curriculum & Instruction
621 Main Street, Wilbraham, MA 01095 – (413) 596-3884

Health, Safety and Student Support

Gina M. Roy, Director of Student Services
85 Wilbraham Road, Hampden, MA 01036 – (413) 566-8950

Gina S. Kahn, Ed.D., Director, Safe Schools/Healthy Students Program
Teri L. Brand, RN, BSN, NCSN, Nurse Leader
85 Wilbraham Road, Hampden, MA 01036 - (413) 566-5060

Green Meadows Elementary School (Grades PreK – 8)

Sharon L. Moberg, Principal
38 North Road, Hampden, MA 01036 – (413) 566-3263

Mile Tree Elementary School (Grades Pre K – 1)

Marie E. Pratt, Principal
625 Main Street, Wilbraham, MA 01095 – (413) 596-6921

Minnechaug Regional High School (Grades 9 – 12)

Stephen M. Hale, Principal
621 Main Street, Wilbraham, MA 01095 – (413) 596-9011

Soule Road Elementary School (Grades 4 – 5)

Lisa O. Curtin, Principal
300 Soule Road, Wilbraham, MA 01095 – (413) 596-9311

Stony Hill School (Grades 2 – 3)

Monique C. Dangleis, Principal
675 Stony Hill Road, Wilbraham, MA 01095 – (413) 599-1950

Wilbraham Middle School (Grades 6 – 8)

Thomas J. Mazza, Principal
466 Stony Hill Road, Wilbraham, MA 01095 – (413) 596-9061

Visit the District's website @ www.hwrsd.org



www.wilbraham-ma.gov